

# Survival

CARLETON

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# Survival

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Welcome to Carleton University.

The information contained in this book is compiled by the University Ombudsman with the assistance of many of the departments on campus.

Keep *Survival* as a resource. If you need landlord and tenant information, want to find an academic counsellor or the phone number for the bus stop at the loop, *Survival* will be helpful.

*Survival* is not the definitive word on Carleton's policies or the implications of the law. Please seek expert advice whenever you are faced with a difficult choice or important decision.

Enjoy your year and use your *Survival* guide to find out what services are available to you.

**Jim Kennelly**  
University Ombudsman

*Survival* is published by the Office of the Ombudsman, Carleton University, Ottawa, Canada.

Jim Kennelly, Editor  
Mary Bourassa, Associate  
Bill Kretzel, Associate

The Editor extends his appreciation to the many contributors for their co-operation and expertise. Special thanks to CUSA and Carleton University for financing *Survival*, and to our advertisers. Without them, *Survival* would cease to survive.

Thanks also to Public Relations and Information Services for their assistance.

The reader is advised that *Survival* does not provide the definitive interpretation of the policy of the institution or the meaning of legislation. For legal advice, consult an expert source of legal aid.

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## Emergencies

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City Wide.....	911

## Assistance

Campus Security.....	564-4360
City Police .....	230-6211
University Health Services.....	564-2755
After Hours Medical Clinic .....	235-2685
Poison Information .....	737-1100
Dental Emergency Clinic .....	523-4185
Ottawa Distress Centre .....	238-3311
Rape Crisis Line .....	238-6666
Law Information Line .....	236-3893
Student Legal Aid (U. of O.).....	564-5855

## Information

Information Carleton .....	564-7177
Residence Service Desk .....	564-3610
Community Information Centre .....	238-2101
U. of O. Info Campus .....	564-7000

## Services

Athletics Tuck Shop/Bookings .....	564-5655
CKCU Request Line .....	564-6704
Computer Systems Status Line .....	564-3888
Library Reference Desk .....	564-2683
OC Transpo Information .....	741-4390
Carleton terminal departure times	
Route 4 Downtown.....	560-5816
Route 4 Billings Bridge .....	560-4867
Route 7/Route 11 (rush hour) .....	560-5809
Route 117.....	560-5808
Standard Time .....	745-1576
TicketMaster/Uniticket .....	563-1144
Weather Report .....	998-3439

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**Note:** Campus phone numbers may change in the new year. Automatic directory assistance will be provided.



## Academic Advice

You will, at some point during your stay at Carleton, be given advice of one sort or another. For an overview of all types of advice available, see "Counselling and Advice".

For specific information on a program, see the major or honours advisor of the department. They can discuss such things as major/honours requirements; whether you are admissible to the program, and if not, what you are lacking; and what to choose as course options.

For information on University or faculty regulations, try your faculty registrar's office (Continuing Education if you are a Special Student). Make an appointment to see one of the people listed under "Registrars' Offices" in this book, especially if your decision is a significant one (i.e. one that involves a petition, a lot of money, possible failure or suspension, or your right to continue in a program). Further, don't worry about whether this is the "right office". If these people are not the right ones you need to see, they can save you a lot of time by pointing you in the right direction.

Casual advice can be unintentionally misleading. It may be more convenient or less intimidating to ask a friend or somebody who looks less "official" but it always makes sense to make an appointment with some person trained and authorized to advise you. It won't help afterwards to say that someone else (but you don't remember who) gave you poor advice. Which is not to say you should neglect the opinions of fellow students, especially in matters not involving policy or regulations. Often they can tell you more about a professor or the difficulty of a course than the "official sources". Expect opinions to differ, of course. Few of us share identical tastes.

It is really quite crucial that you avoid an academic mess. When you make a major decision, especially if it is an unusual one, try to get permission in writing. Be careful to ask permission, or advice, explicitly from those who have the authority to grant it. Remember, too, that no one may tell you that you have too many failures or course replacements until you have made yourself ineligible to re-register. No one may remind you which courses are required, until you find out that you can not graduate just yet. It is very much up to you to go out and get the information yourself. If you have an unusual problem, or if it becomes necessary to appeal a University decision, try the Office of the Ombudsman (564-6717) in addition to getting advice from an advisor or the Registrar of your faculty.

If you run into complications, or feel that you need more assistance, consider

approaching the Dean of the Faculty. To some, the thought of approaching a Dean is intimidating, but I am sure you will find that the Deans are concerned about your situation and your feelings toward the University. At the very least the Dean can refer you to the appropriate office for assistance and with a Dean's referral a thorough review of the matter should follow.

## Academic Assistance

If you have trouble with a course once you are enrolled, talk to the instructor first. If s/he cannot help, try the teaching assistant, a graduate student, or another professor in the department. The Centre for Applied Language Studies and Math department operate special tutorial services open to all registered students. (See "Study Skills".) Often you can learn a lot by getting together with other students in the course to share notes, discuss essays or assignments, or work together (as long as you avoid cheating or plagiarism, of course). If you feel you cannot cope, consider withdrawing but do so before the final dates for withdrawal (see "Withdrawing").

## Academic Probation

Academic success is not the most important thing in life. If you do badly in first year, you may be given a second chance. (Limited enrolment programs may be the exception.) However, do make the most of the opportunity to find out why you did poorly. Visit University Counselling Services (564-2808) for help with career guidance, aptitude testing and the choice of a discipline which might suit you best. (See also "University Counselling Services".)

If you find yourself on probation, you should realize that the terms and conditions of your probationary year will be applied very strictly. If you cannot meet them, you will probably not be allowed to re-register. It may be that another university or community college will accept you but, then again, perhaps not without a waiting period.

If you feel that you have some special (and resolvable) reasons for having failed to pass your probationary year, you can petition the decision to the Committee on Admissions and Appeals. Do go in first and discuss your petition at length with the student advisor in your faculty registrar's office.

## Addresses

The University maintains a record of two addresses for every student. Home addresses are collected at admission or first registration, and are used for mailing final

grades reports at the end of each session as well as for mailing registration instructions for the next session.

Local addresses, collected during registration and throughout the academic year are used for all mailouts during the session. It is your responsibility to provide up-to-date address information by completing a change of address card. Cards are available in the back of the *Registration Instruction/Class Schedule* booklet or at any faculty registrar's office.

## Appeals and Petitions

A petition is distinct from an appeal. A petition seeks relief from a published regulation. An appeal is where a student claims misrepresentation or an injustice on behalf of the University.

You may never have to petition an academic or administrative decision at Carleton. If, on the other hand, you feel an injustice has been done or the facts overlooked, certainly try to make your case heard. Every regulatory system (and the University has its share of rules and regulations) includes appeal systems for this very reason. While no one wants to encourage "frivolous" or "vexatious" appeals, do not hesitate to use the system when you feel you must. At worst, if you do not win your case, you will have learned more about the reasons behind any decision against you.

- **Academic Queries** Once the University has approved a course outline and added it to the *Calendar*, the instructor has fairly wide freedom to teach as and what s/he pleases. For this reason, but also because an informal approach is usually the best beginning in any case, you should first approach your instructor directly with a complaint about course work or instruction. If it is a concern you share with other students, discuss it and try to work out a solution as a group. If the issue remains unresolved, meet with the chairperson or director of the department or school concerned. S/he will probably be able to mediate in the dispute.

While the exercise of independent academic judgement is an important right of any instructor, there are some limitations set by departmental, faculty or Senate (university-wide) rules. For example, there is a deadline (the last date for course changes in a given term) by which time your instructor must have informed students, in writing, how the marking scheme is to operate. Ask your professor to include what an A, B, C or D equals in numerical terms. Similarly, there are rules which govern how late in an academic year exams and assignments may be scheduled. For qualifying and first year courses,



final and mid-year exams must be held during the official examination period. In these courses, and also in second and third year courses, no tests or exams may be held in the last two weeks of classes in the first or second terms of the winter session. (For more exam rules, see p. 45 of the *Calendar*.)

For an impartial opinion, and perhaps representation or advice, see the Office of the Ombudsman (564-6717). Your faculty registrar's office can help fill you in on faculty and university-wide rules.

A common sort of petition is one which, (although it may begin informally), would fall under the jurisdiction of the appeals committee in your faculty (or in Continuing Education if you are a Special Student, or the executive committee of Graduate Studies if you are a graduate student). The committees are empowered to interpret academic rules, to allow an exception to a rule and to review the administrative application of a regulation. Included are the rules governing standing, probation, graduation, withdrawing and permission to continue registration. Not usually included in the jurisdiction of these committees are disciplinary actions (e.g. cheating or plagiarism), substantive reviews of academic assignments (review of grades) and certain other situations.

Some appeals or petitions to these committees are "routine", for example a petition to withdraw retroactively from a course (after the deadline) because you will be in traction for the next two months. Others are much more complicated. The committees almost always meet "in camera". This means your petition will be totally in writing. It is sensible to make an appointment to go over what information should be included in your letter of petition with the relevant Registrar (or other counselling staff) in your faculty. (See "Registrars' Offices".) If the issues are reasonably complex, you might also wish to consult the Office of the Ombudsman (564-6717).

If your petition is not allowed, you may be able to appeal further to the Dean of the faculty or the University Senate. The Senate is Carleton's chief academic decision-making body. On occasion in the past, students have been accorded hearings before the Senate to present their case in person or have it presented by the Office of the Ombudsman. Check with the Ombudsman about the relevant procedures.

• **Disciplinary Appeals** If your appeal is against a penalty for, or an accusation of, an academic offence such as plagiarism or breaking exam regulations, consult the Office of the Ombudsman (564-6717). Special procedures apply both here and at the final stages of an appeal against an

administrative penalty (e.g. an offence against property).

• **Last Words** Grievances, appeals and petitions, are not very systematically dealt with at Carleton. However, the Office of the Ombudsman is always available to help you understand the procedures. Remember, as well, that the University President (William Beckel, 601 Administration Building, 564-4301), Vice-President Academic (Tom Ryan), Vice-President Planning (David Brown), the Administrative Vice-President (Charles Watt), and any one of the Deans may be willing to help you. As executive officers of the University, they may be able to simplify the problems you face.

When dealing with a complaint, grievance or appeal, university employees or faculty members do not suddenly become the "enemy". They remain in a position to assist you and should be dealt with as such. (See also "Complaints.")

## Confirmation of Registration

After each registration period (October, January and June) undergraduates receive a "Confirmation of Registration" in the mail. Read it carefully. This form will list all of the courses, terms and sections in which you are enrolled. If it contains any errors, get in touch with your faculty registrar's office immediately. Otherwise you could end up with a failure in a course you never attended and no recorded grade for the course you did attend. As well, make sure the local and home addresses are correct so your final grades will reach you promptly.

## Continuing Education

Continuing Education (302 Administration Building, 564-6660) is the place for Special Students to go for registration, course changes, applications for deferred or supplemental exams, reviews of grades, withdrawing, name and address changes and other "registrarial transactions". Special Students are those registered in credit courses without being admitted into a degree program.

Continuing Education does not make final academic decisions or evaluations of previous academic experience (for the latter see the Admissions Office, 315 Administration Building, 564-3730). However, it does provide valuable counselling and advice and help with appeals.

This office is open in the evening from Monday to Thursday, 6:30 p.m. to 8:30 p.m., in addition to regular business hours.

## Course Changes

You are not bound to remain in any course for which you have registered, but the number of courses you are permitted to carry as either a full-time or part-time student is strictly governed. Some limited-enrolment programs frown severely on students taking spaces in controlled-enrolment courses for a while, then attempting to drop them, effectively depriving other students from original access to such courses. There are strict deadlines for changing courses (September 16 for full courses and first term half courses and January 13 for second term half courses). After these dates, you may still drop courses (see "Withdrawing"), but you will not be able to register in an alternative course until the next term unless you can show that "exceptional circumstances" are involved.

Finally, if you consider switching courses, make an appointment to see the appropriate advisor in your department, school or institute. S/he should be able to tell you if the course is acceptable for your degree program. If you are doing something unusual (e.g. taking a course from a very different faculty or one which may overlap with another course you have already taken), clear it with the faculty Registrar and consider getting the permission in writing.

## Course Load

Special Students (i.e. students who have not yet been admitted into a degree program) are usually restricted to a course load of one-half to two credits in an academic session. You may be allowed to register in three credits in the winter term but you need special permission from Continuing Education and, usually, at least a C average in previous courses completed at Carleton.

Degree students (which means that you have been admitted to a specific degree program in one of the faculties) may be studying either full or part time. For the purposes of fee assessment, a full-time student is one registered in four or more full courses (or equivalent). The normal course load for Engineering, Architecture and Industrial Design varies from five to seven and one-half credits. In Science, Social Sciences and Arts, the normal course load is four or five full credits depending on the program and at the graduate level it varies. Special approval from your faculty registrar's office is needed to exceed this load.

The various student aid plans (e.g. OSAP), the Carleton Scholarship Program and Residence all have different specific



definitions of full-time course load. Check with the Awards Office (564-3735) and the Housing Office (564-6395) before you decide to switch.

In some situations (for the purpose of academic progress), you may find it to your benefit to switch from full-time to part-time status (or the reverse). If you are, for example, in first year and not yet on the course credit system or on academic probation, make sure you find out how a change in status will affect you.

## Course Selection

By the time you read *Survival*, you should have received the information prepared to help new students in course selection and registration. If not, get in touch with your faculty registrar's office.

Your choice of courses in some schools or departments will be limited. Check very carefully in the *Calendar* for rules governing course selection, prerequisites and other restrictions. If you register in the wrong course by error, you may find that your credit will not be applied towards your degree. The timetable will be helpful with course restrictions.

For example, in the Engineering program, there are highly structured studies involving pre- and co-requisites. Every course in every year, with the exception of electives, is individually timetabled. These individual timetables are prepared, assigned to individual students and mailed by mid-July.

All staff members in the registrars' offices are well qualified to assist new students with individual timetables, especially those on "split year" timetables.

New students in the Faculty of Science or the School of Computer Science should consult the blue handbook available at your registrar's office.

Graduate students should consult their department.

## Deadlines

The most comprehensive list of academic and administrative deadlines set by the University can be found in the *Undergraduate Calendar*, p. 11.

Within these formal guidelines, each instructor will establish his/her schedule for tests, submission of assignments and completion of other course work. This should be clearly spelled-out early in the term.

Extensions may be available in really serious "special circumstances". It is possible that individual instructors will take pity on your problem (too much work, minor illness, breaking up with the love of your life or whatever) and be willing to permit

informal extensions for assignments. It usually helps if you have been a reasonably good student and have attended classes. Note that they are under no obligation to do so. Deferring a scheduled final exam or arranging to hand in an assignment beyond December 2 (for first term half courses) or April 12 (for full courses and second term half courses) is technically impossible unless the appropriate registrar's office and/or appeals committee approves.

Some professors, not without good reason, are adamant about deadlines and insist on academic penalties if you miss them. Usually they will make this clear (in writing) at the beginning of the year. If they haven't, find out how they feel about the matter. Remember it never hurts to ask. The worst that can happen is that the instructor can refuse.

## Deregistration

Final payment of your tuition fees should be made by January 13. In February, the University will begin to "exercise its right to cancel registration" for students with fees outstanding. Letters mailed in January should inform you that this is happening. Sometimes clerical errors interrupt the process or you may find yourself owing no more than a library fine or a parking ticket. Don't ignore the letters, however. Phone or visit the Business Office (301 Administration Building, 564-3762). Emergency loans may be available for students in financial difficulty.

Deregistration is not an alternative to withdrawing formally. If you do not want to finish the school year, withdraw through your faculty registrar's office. (See "Withdrawing".) Otherwise, you may find yourself deregistered, in debt to the university for your fees and your transcript withheld until the debt is paid.

## Discredits/Attempts

Some faculties have regulations which limit the number of supplemental exams, repeat courses, replaced courses and even grade-raisers (Special Supplemental Exams) an undergraduate student may write.

For example, in the Faculty of Engineering, exclusive of the first year of registration in the Engineering program, students may accumulate no more than three discredits (see p. 301, *Undergraduate Calendar*), or they forfeit their undergraduate status.

In the faculties of Arts, Social Sciences, and Science, similar to Engineering, there are limits on the number of discredits or attempts a student may accumulate depending upon whether you are registered

in a major or an honours program. Make sure you check with your Registrar or advisors so you do not exceed the limits for discredits.

## Exams

Exams are graded from A to FNS (Failure No Supplemental) and each grade has a corresponding numerical value to a maximum of 12. The numerical scales are basically an administrative convenience used to calculate averages. The mark ABS (Absent) is assigned if you fail to write the final exam or supplementals even though course work has been completed. Essentially an ABS is considered a failure. (See also "Deregistration".)

Remember that exams missed due to your misreading or miscopying of the timetable may not be rescheduled without petition. See your instructor and your faculty Registrar immediately if this happens.

- **Deferred Exams** If you find yourself in traction the day before your final exam or if serious illness, death, family problems, or some other major calamity is affecting you, you may apply formally for a deferred exam or assignment. Contact your faculty registrar's office either before or within fourteen days after the exam date. Documentation will be required in such circumstances (e.g., a letter from your doctor).

- **Exam Rules** If you find yourself panicking before you get to an exam, talk to your instructor or a counsellor. It may help. When you get to an exam, don't sit with friends. You may be tempted to simply make chit-chat, and to communicate is breaking the rules. That's how strict it is. Don't communicate with any one but the proctors. Don't carry notes, books or papers to your seat.

Details are spelled out on the back of your official exam booklet.

If anyone ever accuses you of cheating, see the Ombudsman for assistance.

If suspected of cheating or breaking exam rules, you will be asked to attend an "interview" with the Dean of your faculty. If found guilty, penalties may run from failure to suspension. The Office of the Ombudsman (564-6717) can provide you with all the details regarding these instructional offences.

- **Supplemental Exams** Basically, a supplemental exam may be available to you if you receive an F rather than an FNS (Failure No Supplemental) in a course. A grade-raiser (Special Supplemental), as the name suggests, is a way to raise the grade you received in a course if you passed but feel, for some reason, that you could have done better.

Supplemental exams are *not* available in all courses or at the graduate level.

Check with your instructor at the beginning of the year. In addition, even in courses where they are offered, the general rules governing grade-raisers and supplemental exams vary by faculty and in two cases by school. The supplemental examination mark will contribute to your supplemental grade in the manner set down in writing in the course outline. Also, make sure to check with your faculty Registrar or advisors to ensure you don't exceed the limits for discredits.

In Arts and Social Sciences, no more than five discredits are allowed in a pass degree and a maximum of three in an honours degree. A failure without a supplemental is one discredit; a failure with a supplemental passed is still one discredit (but, of course, the mark you receive is calculated into your average); a failure and a second failure on a supplemental are two discredits. (See also "Discredits/Attempts".)

In the Faculty of Engineering and Industrial Design, however the only supplemental passing grade is a D minus no matter how well you do. The rules in Architecture are somewhat different.

In the Faculty of Science, a first year full-time student may write a total of two supplemental and/or summer session exams, provided that in passing them, the student will complete the first year program. After admission to the course credit system, a student majoring or honouring in science may write a restricted number of supplementals and/or course replacements or course repetitions. The formula basis of this restriction is described in detail on p. 354 of the *Calendar*.

Not everyone who writes a supplemental or grade-raising exam actually does better the second time. Indeed, if all your work on the course was uniformly poor and you feel you may not have grasped the subject matter, it makes little sense to simply write a new exam in the vague hope that things will have changed. At the other extreme, if you were doing well until a head cold or over-work began to affect your performance during an exam, a supplemental or grade-raiser might be an ideal choice for you.

Begin by reading the relevant section of the 1988-89 *Calendar*. Then, to find out exactly what rules may affect you, make an appointment to see someone in your faculty registrar's office.

To apply for a supplemental or grade-raising exam, fill out a form in your faculty registrar's office. There are rigid deadlines, so check in the *Calendar* first. If you change your mind and do not wish to write the exam, make sure you inform the registrar's office of this as well. A supplemental exam is as serious as your first exami-

nation and the mark you receive will definitely be recorded.

Finally, supplementals and grade-raising exams cost \$21.00 per course.

Some relevant sections of the *Calendar* are: *Dates and Deadlines*: pp. 11-12. *Rules and Regulations*: Arts and Social Sciences: pp. 69-79; Science: pp. 349-356; Computer Science pp. 269-277; Architecture: pp. 322-335; Engineering: pp. 285-304; Industrial Design: pp. 336-344.)

## Grades

When you register, you will give Carleton two addresses; a home address and a local address in Ottawa. Grades, at different times, will be mailed to either of the two addresses.

Winter session final grades are mailed to your home address in the first week of June as are summer session grades in the first week of September. Your grades from first term half courses in the winter session, however, are mailed to your local Ottawa address in January. If you do not want your home address used, inform your faculty registrar's office as soon as possible.

You should also know that Carleton does not have a consistent grading system. Although the University has a twelve-point grading system, most professors use letter and numerical grades. One professor may consider an A worth 75% and another may consider an A to be 90%. Sound peculiar? Well, it is, but it does exist. Some professors also use a bell curve style of marking. You should be able to request an explanation of a grading system from your professor. You should do so at the beginning of the year and ask that it be included in the course outline. The Office of the Ombudsman is encouraging the University to set a standard system to avoid this confusion. If you have any problems in this area, please let the Ombudsman know.

Grades are usually posted in your department by student number before they are mailed. The earlier you get a look at the list, the earlier you can begin considering whether or not you want a review of grade.

• **Review of Grades** On an individual basis, errors in a final grade can happen. Arithmetical or clerical errors are not infrequent; even substantive errors of judgment can occur. You should normally begin by speaking informally with your instructor as soon as you can after the grades are posted. Some departments insist on a formal review of grades, others do not. Some ensure that one or two instructors review your work. Since there are over 40

schools and departments, the variation is wide.

If you are not satisfied with your instructor's response, you may take your request to the chairperson of the department (or the director of the school) concerned. If you are still unsatisfied, call the Office of the Ombudsman (564-6717).

The formal procedure for a review of grade should ensure that your request is not overlooked. (However, we would still advise speaking to your instructor as well, if you can.) To begin, fill out a formal request for review at your faculty registrar's office within 14 days of the official release of grades. If you are out of town write to them. You will be informed in writing of the result. There is a fee of \$20.25 which is refundable if your grade is raised.

You should note that it is possible that, on review, your grade will be lowered. If your request for a review is unsuccessful, you may want to write a supplemental or grade-raising exam. Supplementals are not permitted at the graduate level. (See "Exams".) Discuss this with a member of your faculty registrar's office at the outset of your request for a review.

## Graduate Students

There are just over 2,000 full and part-time graduate students at Carleton. Their conditions of study are governed by the *Faculty of Graduate Studies and Research Calendar*, published yearly. This is where to start in checking out rules and regulations. If your problems become complicated or if the rules seem unclear, contact the Faculty of Graduate Studies and Research (1512 Davidson Dunton Tower, 564-4403). The Dean is S.F. Wise; J.W. ApSimon is the Associate Dean (Research); the Assistant Dean is K. McGillivray.

Graduate students (and those in fourth-year honours) are entitled to a four-week loan period from the library. To avoid fines later, bring your registration contract to the library when you get your borrower label and specify that you want the extra borrowing weeks. Graduate students may also ask for a special card at the Circulation Desk which will entitle you to borrowing privileges at the University of Ottawa, as well as other Ontario universities.

Graduate Studies operates a special emergency bursary fund. The fund is extremely limited, but if you are badly strapped financially they may be able to help. Also, a small loan fund is run by the Graduate Students' Association (511A Unicentre, 564-4347) and an emergency loan fund exists in the Awards Office (564-3735).

New graduate visa students should note that tuition fees for foreign students



are substantially higher than fees for domestic students although some may be exempt from the higher fees. (*Submitted by the Faculty of Graduate Studies and Research.*)

## Graduation

In order to graduate you must formally apply to do so. It is *not* an automatic consequence of finishing your final course. It is up to you to inform your faculty registrar's office of your intention to graduate.

The deadlines for 1988-89 are: December 1 (for winter graduation in February), February 1 (for spring graduation in June) or September 1 (for fall graduation in November). If it is important for you to graduate on time, it is useful to ask the advisor in your department and your faculty Registrar to check over your whole program in September. Otherwise, you may get a nasty surprise the following spring.

## Judicial System

The Judicial System is usually followed when a student is charged with an instructional offence such as plagiarism, cheating, or classroom disruption. Although the University is very strict about such things as exam regulations, it does make sure that any student charged with an instructional offence has an opportunity, either at a dean's interview or at the tribunal stage, to explain her/his side of the story. If you are charged with an instructional offence, seek the assistance of the Ombudsman for an explanation of procedures.

## Other Universities

Universities like the idea that they're giving you a whole degree not just adding their name to an assortment of courses taught all over the place. Consequently, in order to get courses at other universities or to take a French course on a Summer Bursary Program, you must ask your faculty registrar's office for a Letter of Permission. The University now charges \$14.50 for each course evaluated. Get a calendar description of the course you want to take and apply formally at your faculty registrar's office *before* you register. In the faculties of Arts and Social Sciences the deadlines for application are: November 15, 1988 for January registration; March 31, 1989 for May registration; April 30, 1989 for July registration; and July 31, 1989 for September registration. If you are in another faculty, see your registrar's office for deadlines. For calendars from other universities, see University Counseling Services (501 Unicentre, 564-2808).

In addition to the transfer of credit option, certain Carleton students can register at University of Ottawa without paying extra fees. Registration forms and information on the exchange agreement are available at your registrar's offices. Check with University of Ottawa for registration and course change deadlines. Remember, this is not a method for registering in a course for which you would not have been eligible to register at Carleton. Check carefully that the course you pick is acceptable.

## Plagiarism

The Latin root of "plagiarism" is a word meaning "to kidnap". Thus, plagiarism means taking another person's ideas, words or writings without sufficient attribution.

One inaccurate footnote in a 20-page essay is probably not plagiarism. The paraphrase of another person's work, in slightly different words and without very clear footnotes, probably is plagiarism. The other person need not be the writer of a textbook or an encyclopedia. The work of another student is also his/her own and should not be used without footnoting.

The University is very strict when it comes to plagiarism. The penalty, if you are found guilty, may be failure or even suspension of studies.

Students should know that only the Dean of a faculty can deal with plagiarism cases and impose a penalty.

When writing an essay, follow the guidelines that are available at the Bookstore or in your department. Lending an essay to a friend or roommate could mean trouble for both of you. You would be amazed how many times, by a fluke of circumstance, the marker will hear about this great essay submitted for a course and that essay sounds so similar to one s/he marked last year.

Use footnotes carefully. Use quotation marks or your own words instead of a rough paraphrase. Come up with some of your own ideas. In short, avoid plagiarism.

## Program Changes

To change your major or honours discipline or your degree program, consult your faculty registrar's office. Discuss your intended change with the Registrar or an advisor first, as all program changes affect graduation requirements. Changes of major or honours may only be made at certain times during the academic year. Changes of degree program are administered more strictly. See the "Registration" section of the *Undergraduate Calendar*.

## Registrars' Offices

Registrars' Offices are a key link between students and the University. These offices register you in courses, maintain your academic records, administer numerous regulations and handle the paper work for dropping courses, changing sections, changing majors, writing supplementals, and filing a new address.

Registrars' Offices also administer decisions on course load, promotion, probation, accelerated progress, eligibility to register or to graduate, letters of permission to take a course at another university and so on. It follows that if you are worried about meeting University requirements or want to know if a special exception can be made, you should visit the registrar's office of your faculty first.

Registrars' Offices are staffed by registrars, assistant registrars and/or student advisors. They are there to explain the regulations, guide you through red tape and help prepare your petitions and appeals for special consideration. Do not be intimidated from making an appointment to see them. If shyness, the pressures of time or a wish to avoid hearing bad news cause you to settle for advice from another source, you may miss out.

The Registrars' Offices are:

- **Arts and Social Sciences** 312 Paterson Hall, 564-6690 (Registrar: Carole Dence; Denise McKenna, Associate Registrar; Joel Nordenstrom, Assistant Registrar; Joy Clarke, Student Advisor). Appointments: 564-7407.
- **Science (and Computer Science)** 212 Herzberg Building, 564-6705 (Registrar: Ruth Lifeso).
- **Engineering (and Architecture and Industrial Design)** 353 Mackenzie Building, 564-4313 (Registrar: Dick Fleming; Pegge Clarke, Registrarial Assistant). Industrial Design and Architecture students should also contact their respective School Administrator in some cases.
- **Continuing Education** (Special Students only.) 302 Administration Building, 564-6660 (Registrar: Bernadette Landry).
- **Graduate Studies** 1512 Davidson Dunton Tower, 564-4403. (Registrar: Ruth Corkran).

## Study Skills

Getting through school can be hard work. You are the one who has to write the exams, read the textbooks, do the research, hand in the essays and so on. If you start feeling overwhelmed, however, don't give up. A number of services on campus exist to help you. It's a good idea to check these out early *before you find yourself panicking about mid-term exams and final*



assignments. Remember, too, if there's anything in the subject matter or content of a course you don't understand, a good place to start is by asking your instructor. Talk to her/him after class or in regular office hours. All instructors have to choose, and post, a few hours a week when they will be available to talk to students. Think about the following services as well. Some are free, others involve a minimal charge. In all cases, the personnel are experienced and competent to help in the specific study skill area.

- **Learning Assistance Service** provides individualized help, based on your expressed interests and diagnostic tests, to overcome study difficulties and improve the skills you already have. This service is free to Carleton students. Call the Reading and Study Skills Counsellor at 564-2808, University Counselling Services, 501 Unicentre.

- **Mathematics Tutorial Centre** in the Department of Mathematics and Statistics provides a free drop-in service where Carleton students may obtain tutorial assistance with qualifying and first-year level mathematics problems. The Centre is normally open for 10 weeks in the fall and winter terms. Times are posted on the bulletin board in the Department of Mathematics and Statistics, 7th level Davidson Dunton Tower, and outside the Centre: 509 (South) Davidson Dunton Tower.

- **School of Continuing Education** offers four non-credit Study-Skills sessions. Each Saturday session is three-hours long and covers Note-Taking/Exams, Library Use, Time Management, and Essay Writing. Instructors identify problems often encountered by students and possible solutions are discussed. Primarily a lecture/discussion format is used. Contact: 302 Administration Building, 564-6660.

- **Students' Association (CUSA)** sponsors a speed reading course with sessions offered on a regular basis throughout the year. The cost this summer was \$65. Call the CUSA office at 564-4380 or drop by 401 Unicentre.

- **University Counselling Services** coordinates a series of study skills courses throughout the year in seminar or workshop format beginning in late September. They include Effective Reading (\$20), Essay Writing (\$20), Seminar Presentations (\$20), and Systems for Study (\$20). Call Counselling Services at 564-2808 or register in 501 Unicentre.

- **Writing Tutorial Service** offers one-to-one tutoring, free of charge, to any student registered in any Carleton faculty. Instruction focuses on work-in-progress; students are guided through all stages of their essay writing, from the initial prewriting to the final revisions. Contact the Centre for

Applied Language Studies, 215 Paterson Hall, 564-6749.

- **English as a Second Language** offers credit and pre/non-credit courses for students interested in academic study in English (to develop skills in listening, note-taking, effective reading, essay writing) and for students interested in learning English for personal or professional purposes (conversation/discussion, listening, reading and writing, pronunciation, grammar). In all cases, the emphasis is on learning to use English effectively. Contact the Centre for Applied Language Studies, 215 Paterson Hall, 564-6613.

## Transcripts

Applications for transcripts should be made in person or in writing to 315 Administration Building. Payment of \$3.00 for each transcript is required in advance. Usually if there are past fees or fines owing, transcripts will not be issued.

## Tutors

When you need extra help or if you have help to offer, drop by the Peer Support Centre, 316 Unicentre (564-2868). The Centre keeps a list of names of students who are able to tutor in such subjects as math, engineering, computer science, accounting, various languages, political science, English, etc. The service is free to use, but tutoring rates are set between tutor and person being tutored. (*Submitted by Peer Support Centre.*)

## Withdrawing

The rules and regulations governing withdrawal from courses are administered quite strictly. If you think you want to withdraw from some or all of your courses, acquaint yourself with these rules. Notice of intention to withdraw must be made in writing to your faculty registrar's office (or Continuing Education if you are a Special Student). You may process your own withdrawal by calling the touchtone registration and course change system (564-4455). Withdrawals will be effective from the date of your telephone call.

Just ceasing to attend classes is not an official notice of withdrawal; nor is informing an instructor of your intention to do so. For undergraduates and Special Students, the deadline for withdrawing from first term half courses is November 11; for full courses and for second term half courses, March 17. (Graduate students are an exception and may usually withdraw up to the last day of classes in the term of registration.)

If you formally withdraw before these

dates, you do so without academic penalty and you may even receive a partial refund of tuition fees. (See "Fee Refunds".) Otherwise you will find an F, FNS or ABS notation on your transcript. These marks will not be erased and further problems in re-registering at Carleton or seeking admission elsewhere may arise.

Withdraw before the deadlines. If some special circumstances such as illness is involved in your belated decision to withdraw, however, you may petition to withdraw retroactively through your faculty registrar's office.

Aside from the possibility of petitioning to withdraw retroactively if you have missed the deadlines, it is also worth noting that some of the situations which affect your decision to withdraw may be rectifiable. Financial aid, personal and/or academic counselling, study skills programs, and help in other areas are available.

If you do decide to withdraw from one or more of your courses, take time to find out if this will have any impact on your academic progress (at your faculty registrar's office), your student loan and/or grant or scholarship (at the Awards Office), and your eligibility to live in residence (at the Housing Office). Full-time status is defined differently for different sources of advice. (See also "Course Load".)

Finally, if you are interested in a petition or appeal, find yourself bogged down in bureaucracy, or have some other problem, phone or visit the Office of the Ombudsman, 511 Unicentre, 564-6717.

## Bus Transportation

OC Transpo (741-4390) is Ottawa's public transit system.

OC Transpo has an exact fare policy paid by cash (\$1.60 for peak hours, 80 cents for off-peak), or by showing a bus pass (\$41 for an unlimited number of regular rides during a single calendar month). There is also a 40-cent premium for express buses. Don't be distracted by "student fares" by the way. They apply to school students under eighteen.

If you take the bus more than eight times a week, definitely get a bus pass. It will save you money. Go to Lincoln Fields Station or downtown to 294 Albert Street at Kent (741-4390) to get your picture taken for the "personalized section" of your pass (\$4.00). The Albert Street office is open on weekdays during regular office hours and certain Saturdays (call first). The Lincoln Fields office is open store hours.

The monthly pass portion can be purchased at many corner stores, around Ottawa. On campus, you can buy them (as well as tickets) at the Bookstore, and at the Unicentre Store (4th level Unicentre). Tickets, but not passes, can also be purchased at Glengarry House (Residence).

Buses on campus are the 4, 7, 117 (weekdays) and 11 (rush hours only). These (and most other buses) change routes (and times) drastically on Sundays. Call 741-4390 for route information and timetables. You can pick up printed schedules for bus routes at Albert Street. Some are also available at the Bookstore.

OC Transpo's Lost and Found is at 294 Albert Street (563-4011).

If you have a complaint send OC Transpo a polite but firm letter. Also contact your City Councillor (phone the City of Ottawa, 564-1414, for his/her name and a phone number).

## Canadian Federation of Students

Carleton was one of the first institutions to join the Canadian Federation of Students (CFS) in 1981 through referendum. Since then, the CFS has grown to represent over 400,000 students across Canada. Each student at Carleton pays four dollars to the CFS for the services and representation that the elected officials provide.

CFS was created to represent and articulate student concerns and is considered to be a formidable force by the Government of Canada. CFS uses solid research and nation wide input on students issues to lobby the federal government. Concerns addressed by the CFS include student aid, accessibility and underfunding.

CFS provides services such as Student

Saver Card, discounts for students across Canada and Travel CUTS, a discount travel agency. CFS also runs Student Work Abroad Program (SWAP) allowing students to live, work, and experience other parts of the world.

• **Canadian Federation of Students – Ontario (CFS-O/OFS)** represents over 25 post-secondary institutions in Ontario on issues such as tuition, funding, student aid, housing, women's issues and many other matters related to post-secondary education. Carleton students pay three dollars each to the CFS-O/OFS for its representation and services which are helpful to students' associations and students directly.

For more information contact CUSA (564-4380) or the CFS National Office, 232-7394. (Submitted by CUSA.)

## Challenge Fund

The Carleton Challenge Fund is a five-year (1987-1992) campaign to underwrite capital costs for campus construction. Projects include an engineering building, an extension to the MacOdrum Library, a two floor addition to the Herzberg Science Building, extensive renovations to the Davidson Dunton Tower and a Fine Arts Facility as part of a renovated and expanded St. Patrick's Building. It is planned that the \$15 million private sector goal will be matched by the provincial government, while the goal for contributions from students, faculty and staff is \$1.75 million. Continuation of high-quality education and research at Carleton will be ensured by the success of this campaign. (Submitted by Public Relations and Information Services.)

## Counselling and Advice

This book is really about advice; where to get it, how to evaluate it, and how to make sure you have enough facts to make the decision that is best for you. Since every large institution can sometimes become impersonal, over-regulated and "bureaucratized", Carleton has a number of advisory services to help you sort things out. Specific services are described in detail under title listings elsewhere in *Survival*.

• **Academic Advice** For rules and regulations, start by reading the *Undergraduate* or the *Graduate Calendar*. Then visit your faculty registrar's office (see "Registrars' Offices") and the undergraduate advisor or chairperson in your department. (See "Academic Advice".)

If you have more general concerns (e.g. which job you want in the long run, what your skills and interest may be, and what kind of degree program would be best for you), try University Counselling Services

(501 Unicentre, 564-2808). Seminars, a testing program and reference materials are available.

• **Personal Counselling** On campus, try Health Services (564-2755) staffed by psychiatrists, Peer Support Centre (564-7476) staffed by fellow students, or University Counselling (564-2808) with professional counsellors for someone to talk to about feelings and relationships.

• **Appeals and Legal Advice** The best place to start is with the Office of the Ombudsman (564-6717). (See also "Appeals and Petitions", "Judicial System", and "Legal Assistance".)

• **Financial Advice** For more information on student aid and budget counselling contact the Awards Office (564-3735).

• **Medical Advice** Health Services (564-2755) provides professional medical help including nurses, doctors, psychiatrists and a small dispensary.

## Information

**Information Carleton** – 4th level Unicentre – 564-7177. Staffed by students and run by Public Relations and Information Services, Information Carleton can tell you about exam schedules, entertainment, special events, regular services on campus and where to go for answers to more serious questions. Information Carleton also provides information on off-campus events (for example, the National Arts Centre) and is the drop-off for all sorts of flyers and publications including many of those listed under "Publications" in *Survival*.

During the academic year, Information Carleton is open weekdays from 8:30 a.m. to 7:30 p.m. In the summer (May-August) hours are 8:30 a.m. to 4:30 p.m.

Adjacent to the Information Carleton desk are Community Bulletin Board (events, activities, meetings, and important student deadlines in a "week-at-a-glance" format); Rides Board (rides offered and wanted); Flea Market Board (with articles for sale); Housing Board (listing accommodation wanted or offered); and a chalk board for emergency messages. Three free phones are located in the area just outside the Faculty Club. (Please, no long distance calls.)

**Speakers Bureau** – 605 Administration Building – 564-3600 is a community service offered to groups and organizations looking for guest speakers for their meetings, seminars, and other gatherings. Volunteers include Carleton faculty and staff who are enthusiastic about sharing their ideas and talking about their research.

**Community Information Centre** – 377 Rideau Street – 238-2101. Informa-



tion about agencies and organizations in the Ottawa area, including health, legal, educational counselling, recreational and social services can be found here. We have used them for everything from information on where to get a birth certificate or how to get rid of a dead cat, to the distance in kilometres between Ottawa and Toronto. (See also "Counselling and Advice" and "Publications".) (Submitted by *Public Relations and Information Services*.)

## Members of Parliament

At some time during the year, you may wish to voice your concerns or request the assistance of a member of government.

- **Federal members for this area are:** Bill Tupper (Nepean Carleton, 225-5633); Jean Robert Gauthier (Vanier, 233-6352); Barry Turner (Ottawa Carleton, 521-4246); Michael Cassidy (Ottawa Centre, 236-9136); David Daubney (Ottawa West, 728-3314).

- **Provincial members are:** Gilles Morin (Carleton East, 749-9941); Norm Sterling (Carleton West, 692-2403); Hans Daigeler (Nepean, 727-8268); Bob Chiarelli (Ottawa West, 596-2016); Dalton McGuinty (Ottawa South, 733-6801); Bernard Grandmaitre (Ottawa East, 744-4484); Richard Patten (Ottawa Centre, 237-0212).

## Nightlife

The Ottawa entertainment scene has definitely expanded over the last few years and the city can pride itself with offering quite the variety when it comes to getting out on the town.

Of course the National Arts Centre will offer a number of theatrical performances, concerts and symphonies over the year. Programs are available at Information Carleton. Ottawa Little Theatre and Sock'n'Buskin usually have a number of impressive theatre productions to look forward to during the year.

The bar and restaurant scene these days can be varied; expensive and not so expensive, depending on your tastes. The Byward Market area as well as Elgin Street continue to be fairly trendy with new spots opening regularly. If you prefer a late night, there is always Hull. Hull may not be an area to bar hop as a single, but rather do your touring with a few friends. Should you wish to stay on campus the Students' and Residence Associations will be providing entertainment, coffee houses, movies, concerts, pubs, etc., that may be easier on the pocket book and just as entertaining.

## Passports

A passport is necessary for travel in most

countries, except the United States (if you are a Canadian citizen). Applications for a passport can be obtained at any post office, including the one on campus. With the application, you will need two photographs of yourself. You also need an original copy of either your birth certificate or your citizenship papers and the signature of a guarantor who has known you for more than two years. Finally, you need a certified cheque or money order for \$25.

Since this is Ottawa, you can go down to the Passport Office in person at the Lester B. Pearson Building, 125 Sussex Drive, 995-8826. The Passport Office is scheduled to move in late September to 240 Sparks, so check the address before you deliver your application. They say you can be processed in three to five working days, but for safety's sake, allow two weeks. If you mail the application, expect the process to take a month.

## Privacy

It is the University's policy not to release any information about a student to an outside person or agency without the student's expressed permission. The only information which will be given out is confirmation of enrolment. Emergencies are a different matter. The University will do its best to pass on a message to you.

The Students' Association, however, usually publishes a directory that will include your name and phone number unless you specifically ask to be excluded by informing them of this during registration at 401 Unicentre (564-4380).

If a federal government agency refuses you access to information about yourself, or if you feel it is invading your privacy in other ways, contact the Privacy Commissioner through the Human Rights Commission (995-1151). If a credit or collection agency refuses to let you see your file or to amend untrue or unproven information, call the Ontario Ministry of Consumer and Commercial Relations (566-3878). You should also know that it is now law in Ontario that you must be informed if anyone attempts to do a credit check on you.

While we do not want to engender paranoia, privacy is your right. Do not answer questions which you feel are irrelevant or unnecessarily personal. Make sure any telephone surveyor identifies her/himself to your satisfaction. Even then you can still refuse to comply. Be willing to complain about unnecessary prying into your life. The best protection of our privacy, in the long run, will be ourselves.

## Publications

The heart of a university is its library; the

heart of *Survival* is the material we use to compile it. The following is a short list of publications you might find useful; we did.

### Campus

- **Carleton University Undergraduate Calendar, 1988-89:** The most important book on campus. Read it; use it. Available through your faculty registrar's office.

- **Carleton University Graduate Calendar, 1988-89:** This is just as important to graduate students. Pick up your copy at the Faculty of Graduate Studies (1513 Davidson Dunton Tower, 564-4403).

- **Special Student Handbook:** Available from Continuing Education (302 Administration Building, 564-6660).

- **Students' Association Handbook:** All about CUSA and what it offers in the way of services, entertainment and political activities. Get one at CUSA or Information Carleton (4th level Unicentre).

- **Student Directory:** Contains the name and phone number of every registered student. Contact CUSA (401 Unicentre, 564-4380) at registration or shortly thereafter if you want your name and number to be excluded. Available at Information Carleton late fall or early next year.

- **Residence Handbook:** Available from either of its two publishers, Housing Office or Rideau River Residence Association.

- **Accessibility and Resource Guide:** Published by the Co-ordinator for the Disabled, listing the various services available for disabled students. Contact Larry McCloskey at 564-3657.

- **Staff Telephone Directory:** While not really intended for students, it is useful if you have a complicated question or a hard-to-find person you need to consult. Most offices, including Information Carleton, have one. Take a look and jot down the numbers.

- **Resources for Women:** An information brochure prepared by the Office of the Co-ordinator for the Status of Women, it includes listings of various administrative, counselling, and academic services available to women.

- **Foreign Students Information:** Prepared by the Foreign Student Advisory Service at University Counselling Services, 501 Unicentre.

- **The Charlatan:** Available Thursdays around campus, the student newsmagazine is put together in 531 Unicentre (564-2880).

- **This Week:** Newspaper contains information for and about Carleton faculty, staff, and students including policies, publication and research notes, feature stories, community notes, and a calendar of events. Published Thursdays by Public Relations and Information Services and distributed throughout campus.



Other University offices and various groups on campus publish information. For example, the library offers pamphlets on research, the Women's Centre issues a regular newsletter and the Registrar's Office in the Faculty of Arts and Social Sciences publishes a useful pamphlet on appeals. Most departments, schools and institutes offer guides, course lists and other material. Check them out.

### General

- **Directory of Community Services, Ottawa-Carleton:** Published annually, available for about \$9 from the Community Information Centre (238-2101).

- **Income Tax and the Student:** Available free of charge from the Ottawa District Taxation Office, 360 Lisgar, 598-2275.

- **Our Bodies, Our Selves, A Book For and About Women and Contraceptive Technology:** These are two very different but excellent books about women and health. Take a look at these, and other publications for men and women, at the Peer Support Centre (564-7476) or at local bookstores.

- **Self-Counsel Series:** A series of books published under separate titles (such as *Fight that Ticket in Ontario*, *Family Law in Ontario*, and *Civil Rights in Canada*), usually cost between \$3 and \$10 and are available at the Carleton Bookstore (or your local library). Check the date; if it is not very recent, the information is probably unreliable.

Ontario government publications (often free or cheap) are available by writing to the Publications Centre (880 Bay Street, Toronto, M7A 1N8). Ask to subscribe (free) to the Monthly Checklist of new publications. If you have trouble with mail orders, telephone them at 1-800-268-7540. For federal government publications call 997-2560 or the ministry or agency responsible.

## Racism

Racism is a social phenomenon which refers to peoples' attitudes, beliefs and behaviour, predicated on erroneous assumptions about the nature of human diversity. Racial prejudice becomes the basis of a value system and a subconscious ideology that allows racial discrimination.

If you are the victim of an attack, receive hate mail or witness such an incident, call the police immediately. Stay calm, be co-operative and to the point. Try to have a friend with you, ask the officer for his/her badge number and read before signing any written statement. It would be advisable to seek legal advice before laying charges and appearing in court. If inci-

dents occur on campus property, contact the Office of the Ombudsman.

You may also seek assistance from the Ontario/Canadian Human Rights Commission if you are denied accommodation, work or services because of race, colour, origin, etc.

Keep in mind that what appears to be discrimination may not be intended as such. Avoid overreacting and see if there are other ways to obtain redress before taking legal action.

If you are experiencing racism, aware of a situation which could develop into a racial confrontation, or aware of the publication and/or distribution of racist literature, you may seek the assistance of the National Capital Alliance on Race Relations at 230-3519. (*Information in this section submitted by the National Capital Alliance on Race Relations.*)

## Rape Crisis Centre

The Rape Crisis Centre (238-6666) provides a 24-hour emergency telephone line, as well as person-to-person support, accompaniment through medical and legal procedures if desired, and in-depth individual, family and group counselling.

Assistance can also be provided through offices on campus such as Counselling (564-2808), Health Services (564-2755), Women's Centre (564-3779) or Peer Support Centre (564-7476).

Keep in mind that Carleton is as safe as any town with a 20,000 population. Do not think just because this is a university campus, with the majority being your own age, that assaults or rape could not happen. The university campus is a public place and we should keep that in mind as we stroll the tunnels or travel the campus.

## Rules and Regulations

The purpose of regulation is to ensure fairness. Rules enable us to treat everyone justly. However, the regulators themselves sometimes need regulating. Thus, along with every set of rules and regulations, it becomes necessary to create a system of appeals for those cases where the rules are unclear or anomalous, where special circumstances have arisen, or where the interest of equity would be better served by relaxing the rules.

The system always assumes that, as students, we know all the rules in advance. Learning the rules is somewhat complicated by the fact that they are not all codified in any single place. Ignorance of the rules, nevertheless, is not usually an acceptable excuse.

As a result, it is important that you take the responsibility to learn the rules your-

self. Begin by getting to know the *Undergraduate or Graduate Calendar* (depending on your registration). Read it carefully; refer to it if you change your mind about an academic issue or if you are planning to do so. Most of the important university-wide rules are here. For clarification and details, consult your faculty registrar's office (or Continuing Education if you are a Special Student). Ask your department about any additional departmental rules. Since rules change over time and not all are printed, talk to a counsellor in your faculty registrar's office whenever you are uncertain or find yourself making a major decision.

The system is not absolutely inflexible. Requests for special considerations are possible. An appeal process is usually available. For example, a rule about which you could never have known (i.e. which is not on paper anywhere) may be a good basis for petitioning a decision. A major unexpected event which stops you from complying with a deadline or a letter from an agent of the University giving you permission to deviate from some regulation, may also be grounds for appeal.

However, if you do have a petition, get in touch with the University as soon as possible. If you do not know where to start, contact the Office of the Ombudsman (511 Unicentre, 564-6717).

The above principles apply to the rules governing use of the library, parking, behaviour in Residence, and so on. Again, it is crucial that you learn the rules rather than find yourself in a dispute about a possible infraction.

The university campus is private property. Treat it with respect. A person found guilty of stealing a book or breaking furniture may be liable for criminal prosecution as well as penalties under the University Judicial System. If you think you are being accused or penalized unfairly, contact the Office of the Ombudsman.

Remember that the rules exist to protect students as well as the University. You may want to sit on the chair that is broken or read the book that has been stolen or damaged. As well, you have (or should have) a role in setting the rules. Unlike the weather, regulations do not just happen. They are created. Get in touch with the Students' Association (564-4380) and/or the student representatives in your department if you want to get involved in setting, modifying, or reviewing the rules by which the University is run. Rules that seem needless or unfair will only change if you become concerned with changing them. (See also "Appeals and Petitions", "Exams", "Judicial System", "Plagiarism" and "Registrars' Offices".)

## Sexual Harassment

Carleton University is committed to the principle of equal rights and opportunities for men and women including participation in academic programs and the conditions of employment. The University does not condone behavior that is likely to undermine the dignity, self-esteem, or productivity of any staff member or student. Sexual harassment violates fundamental rights, personal dignity, and personal integrity.

The definitions of sexual harassment and the procedures for lodging and resolving complaints were developed by the Co-ordinator for the Status of Women in conjunction with the Advisory Committee on the Status of Women at Carleton. They are:

- **Sexist Insult** Sexual harassment may take the form of an uninvited, sexually suggestive, obscene or offensive remark or gesture. Sexist insult may invoke verbal advances, invitations, physical advances, undue attention or persistent denigration of an individual because of his/her sex and/or sexual orientation.

- **Sexual Assault** Sexual harassment may take the form of physical assault or threat of assault of a sexual or indecent nature.

- **Abuse of Authority** Sexual harassment may also take the form of abuse of professional or supervisory authority. Any of the above forms of sexual harassment constitute abuse of authority when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic status, accreditation or standing; submission to or rejection of such conduct by an individual is used as the basis for continuing employment, academic status, accreditation or standing decisions affecting such individual; such conduct has the purpose or effect of interfering unreasonably with an individual's work or academic performance, or of creating an intimidating, hostile or offensive environment.

- **What Can Be Done About Sexual Harassment** You can say "NO!". It should be said clearly and directly to the harasser. Don't think it will go away if you ignore it. Don't think it is your fault. Be clear in your message that you do not appreciate the behavior and want it to stop.

Sexual harassment should not be ignored. If you feel you are being harassed, you may choose to bring your complaint to any one of a number of official contacts who have been fully informed as to options and procedures. These contacts include: departmental chairpersons, administrative directors, registrars, Counselling Services, Health Services, Ombudsman, Personnel Office, Security Services, union offices or union representatives.

There are, of course, other places on campus that may be sought for advice, such as the Women's Centre or Peer Support Centre. Individual faculty members may also be consulted. At some point, however, the complaint should be referred to one of the official contacts.

If you feel uneasy about lodging a complaint yourself, you may bring someone with you; this person may also accompany you throughout all the proceedings. (*Taken from Information Services brochure entitled "Sexual Harassment".*)

Sexual harassment isn't fair and it shouldn't be happening to anyone, male or female. Part of the mandate of the Co-ordinator for the Status of Women is to ensure the Sexual Harassment Policy is working. If it isn't working for you, contact Fran Klodawsky, 446 St. Pat's, 564-6303.

## Social Insurance Numbers

When introduced, Social Insurance Numbers were meant to facilitate federal government social service programs like Unemployment Insurance and the Canada Pension Plan. Now you are also expected to have a number to file for an income tax credit or to cash a Canada Savings Bond. In one province, you need a number from the time you are born.

If you want a SIN or have lost your old card, applications are available at the Canada Employment Centre, 508 Unicentre, 564-2600.

## Status of Women

In January 1983 the University established the position of Status of Women Co-ordinator to facilitate structural changes at the University to address status of women issues. If you have a personal concern, or would like to explore opportunities for women at the University, you are welcome to drop by the office or make an appointment to see the Co-ordinator. The secretary for the office, Cheryl Macaulay, is in 446 St. Pat's (564-6303) between 9 a.m. and 3:00 p.m., weekdays. The Co-ordinator, Fran Klodawsky, normally works between 9 a.m. and 5 p.m. but is also available for evening appointments. (*Submitted by the Status of Women Co-ordinator.*)

## Travel

If you are trying to travel as cheaply as possible, keep an eye on the Rides Board opposite Information Carleton on the 4th level of the Unicentre. A student discount offered by Voyageur Colonial on bus fares is available at the Unicentre Store from September to April. VIA Rail has no special student rate, but its group fare for a party

of three or more may be worthwhile.

The Canadian University Travel Service (CUTS) operates a travel agency on campus where you can purchase airline tickets; charters, group tours and the like. It is located in the Unicentre Store, 4th level Unicentre, 238-5493.

For an expensive vacation, consider cancellation insurance but make sure you know what the insurance covers. If you have complex plans, a travel agency can probably help. Be careful to use only agencies licensed and registered with the Ontario government. Your losses will probably be covered if the agency goes out of business. CUTS is licensed and registered and should be able to assist you. Also see CUTS for special student-related discounts, and to purchase an International Student Card if you are headed to Europe.

## Typing

CUSA (401 Unicentre) offers a typing/duplicating/binding at student rates. Essays and resumes are the two big items in this business. Most bulletin boards on campus also carry ads for typing services.



## Alumni

Not to rush things, but once you graduate your name will be added to the roster of the more than 45,000 graduates of Carleton University and the former St. Patrick's College represented by the Alumni Association.

The active alumni program includes: Alumni Weekend at the end of September; reunion and branch programs; speakers' series; Careers Insight program; and the A.D. Dunton Alumni Award. As well, alumni support the University through personal and corporate contributions.

Alumni Services keeps in touch with members by publishing the *Carleton University Magazine*. Benefits extended to alumni also include library privileges, membership in the Faculty Club, a reduced-rate annual fee for the Fitness and Recreation Centre and group-term life insurance.

For further information contact Development and Alumni Services, 564-2800. (Submitted by Development and Alumni.)

## Athletics

Carleton's Physical Recreation and Athletics Department offers a broad program of physical recreation.

- **Facilities** include: 50-meter pool; fitness centre; testing rooms; physiotherapy clinic; sports medicine clinics; locker rooms with sauna and whirlpools; double gymnasium; squash and tennis courts; combative and multipurpose rooms; Nautilus centre; and the Fit Stop restaurant.

- **Hours of Operation:** The Centre is open from 7 a.m. to 11 p.m. weekdays and from 8 a.m. to 11 p.m. on weekends. For information about specific facilities call the number(s) listed below.

- **Varsity Activities** are basketball, fencing, field hockey, nordic (cross-country) skiing, soccer, synchronized swimming and volleyball for women; basketball, fencing, football, rugby, nordic (cross-country) skiing, soccer, swimming and waterpolo for men.

- **Intramural Sports** include basketball, broomball, soccer, touch football, curling, hockey, squash, volleyball, tennis for men; basketball, broomball, badminton, hockey, touch football, volleyball, tennis, squash, swimming for women; also a variety of co-ed intramural sports.

- **Instructional Programming** include such activities as karate, jiu-jitsu, yoga, tennis, squash, fitness, dance, swimming. Registration for programs takes place in the Physical Recreation Centre on Thursday, September 8, 4:45 to 6 p.m.

- **Freelance Recreation** for people who wish to organize their own physical recreation options include such activities as

squash, tennis, pick-up basketball, fitness, weight training and recreational swimming.

For information, contact the department at 564-2646 (or 564-3746 for recorded general information). To book squash or tennis courts, call the Tuck Shop at 564-5655 for details.

The athletics program is governed by the Athletics Board, which advises the University on matters of athletics and recreation policy through the Office of the President. The Board is comprised of members from faculty, administration, students' and residence associations. (Submitted by Athletics.)

## Bookstore

Carleton's Bookstore (2nd level, Southam Hall, 564-6616) supplies course texts, reference and trade books as well as stationery and writing supplies, school rings, T-shirts, crested products, bus tickets, passes, and postage stamps.

All books carried in the Bookstore are listed alphabetically by author or title, in computer listings found at the Book Information Desk. If you can't locate a book, the staff can help.

The refund and exchange policy is posted near the Book Information Desk. A sales receipt (proof of purchase) is necessary for refund or exchange which is also subject to a deadline at the beginning of each term. Familiarize yourself with these policies as early as possible.

A deposit of \$3.00 enables you to order any book not carried as regular stock and a deposit of \$1.00 (non-refundable, if cancelled by the customer) allows you to reserve a copy of an out-of-stock textbook. Deposits are down-payments on the book, not special charges.

The Bookstore also buys and sells used books. Since buy-backs occur on a seasonal basis, it is best to ask for exact times and dates. A computer listing of the books being bought back is available for examination in the Bookstore Offices (402 Southam Hall) or at the Book Information Desk.

If the Bookstore is out of stock or has not received a particular book needed for a course, don't despair; the staff can suggest an alternative source. There are a number of other good bookstores in Ottawa, phone around and see if they have what you are looking for.

Second-hand bookstores are also worth a try for older texts at greatly reduced prices and for rare or out-of-print titles. (Submitted by the Bookstore.)

## Canada Employment Centre On Campus

The Canada Employment Centre (508 Unicentre, 564-2600 or 996-9590) is Carleton's focal point for career planning and job placement.

Placement services include referring students to permanent, summer, and part-time jobs. Available positions are posted, so check the job boards on a regular basis. September and October are prime months for part-time work.

The Centre co-ordinates an on-campus recruitment program for students in their graduating year. Every fall, some 100 local, national and multinational companies and all levels of government conduct interviews at Carleton. A number of summer jobs are also available through recruiting. Details are publicized in the CEC *Weekly Bulletin*, a "fact sheet" prepared each Monday of the academic year sent to all departments on campus. Check the CEC *Weekly Bulletin* for further information or the advertisement placed in *The CUSA Update*.

The Centre's staff can answer questions on career planning, skill identification, job search strategies, resume preparation, interview techniques and salary negotiation. A Career Library includes company profiles, salary scales for new grads, occupational and job search brochures. Details about all programs and services offered by the Employment and Immigration Commission are available. (Submitted by the Canada Employment Centre On Campus.)

## Chaplaincy

Our purpose is to share experience, insights, friendships and faith.

Study and discussion groups, community projects and development education, special speakers and seminars, marriage preparation, instruction in the faith, religious services and special events are also part of our work. We welcome and appreciate interfaith dialogue as well as enquiry into any area of religious or ethical concern. We also have connections with organizations or resources which you may be looking for on campus, as well as with churches and religious groups in the Ottawa area.

A part of the campus ministry is found at Newman House at 1061 Bronson Place (a short walk from campus) where Michael, the Roman Catholic Chaplain, lives together with a few students. The house is open to all as a drop-in centre and can accommodate small groups who wish to meet there.

A "Quiet Room" (T27-Tory Tunnel), next



to Neil's office, is available most days for anyone who wishes to use it as a place to meditate, pray or reflect.

Mass is held Sunday at 10:30 a.m. in 100 St. Patrick's Building. Protestant Worship is held Sunday evening at 7:30 p.m. in 329 St. Patrick's Building. Daily Mass is at 12 noon in the Quiet Room (T27) starting September 11.

Our phone numbers at Carleton are 564-3646 (Neil) or 564-7585 (Michael). Home phone numbers are 829-4921 for Neil and 237-5616 for Michael. (Submitted by the Chaplaincy.)

## The Charlatan

*The Charlatan* (531 Unicentre, 564-2880), Carleton's student newsmagazine, appears every Thursday during the academic year.

Anyone can become part of *The Charlatan*. If you want to write news, sports or feature stories, review the arts, draw graphics, take photos, edit copy, sell ads or help in the production of the paper, you are urged to come to the office.

*The Charlatan* is always looking for new staff members. We organize a recruitment drive in the fall, but you can come by any time if you would like to get involved.

*The Charlatan* is an editorially and financially autonomous publication funded through student fees and advertising revenue. Charlatan Publications Incorporated, registered under the Canada Corporations Act, is the publisher of *The Charlatan* with a board of directors which includes five elected student representatives.

*The Charlatan* is run democratically: everyone who participates in the paper gets a say in how it is run. All staff members are urged to participate in decisions concerning content and policies.

Open staff meetings are held every Thursday afternoon at 5:00 p.m. to make decisions and to discuss problems or complaints. (Submitted by *The Charlatan*.)

## CKCU-Radio Carleton 93.1 FM

CKCU-FM (517 Unicentre, 564-2898) is your radio station, broadcasting 24 hours a day at 93.1 FM, 93.5 cable. Coverage extends to a radius of 100 km. at 12,000 watts from the Camp Fortune Tower.

Live, creative and alternative best describe Canada's senior campus/community radio station. CKCU programming is produced by over 200 volunteers and covers music, public affairs and ethnic broadcasts. Our diverse musical range includes all styles, with an emphasis on new music and local artists. Full details are published monthly in our free program guide *Trans-FM*.

CKCU-FM is funded by CUSA, advertising, and an annual public funding drive. This means that students, staff and volunteers work together not only to provide diverse radio but to ensure financial stability.

Join other members of the community and campus who make up the heart of Radio Carleton, simply by coming to 517 Unicentre and showing some interest in music, public affairs or production, or attend a publicized recruitment meeting in September and January. (Submitted by CKCU.)

## Clubs

Each year, the Students' Association (CUSA) sponsors dozens of clubs on campus. Some, like the Photography Club (512 Unicentre), provide valuable equipment for student members who might otherwise not be able to afford it. Others, like the Malaysian Club, provide mutual support and services for students who share a common interest. There are hobby clubs, political clubs, ethnic clubs, sports clubs, indeed almost every sort of club one can imagine.

These groups depend on you for their existence. Call the Students' Association (Christine Skladany, V.P. Administration, 564-4380) to find out which are operating this year. If you have some special interest not on the list, consider starting your own group. The Students' Association may be able to provide help with the publicity, organization and finances. The rest is up to you.

## Complaints

These fall into many separate categories. Usually it is best to begin with the person in charge of the relevant area. For example, Athletics facility complaints should go to Keith Harris, Head of Athletics (564-2646). Bookstore complaints should be taken to Joe Gosset (564-6616). Food Service complaints should be directed to David Sterritt, Director of Housing and Food Services (564-2785) if the manager of the specific food outlet cannot help. Library problems may be taken to Dianne Gavin, Head of Circulation (564-2750) if overdue books, billings, etc. are involved. Disputed parking fines (and related matters) should be brought to the attention of Wilf Larocque, Parking Supervisor (564-3725).

In all these cases, there are policy committees (usually including students) empowered to hear individual appeals. If you encounter initial resistance, or if you want to appeal to one of these committees, contact the Office of the Ombudsman

(564-6717) for help.

- **Residence Complaints** Most residence complaints can be resolved informally with the help of Floor Reps. or your Residence fellows. There is a formal Residence Judicial Committee for student-to-student problems. Procedures are detailed in the *Residence Handbook*.

- **Students' Association Complaints** The operations of the Students' Association may give rise to complaints from students using a facility, working part-time, or who feel their concerns are not being well represented. For policy complaints, see the President, Geordie Adams (564-4380), or a member of the Executive or the Students' Council.

Direct complaints about services to the area manager or, if unresolved, to Doug Saveland, General Manager (564-4380). If you encounter problems as a part-time employee (or as an applicant with hiring procedures), visit the Office of the Ombudsman. (Submitted by the Students' Association.)

## Computer Store

The University operates the Computer Store (403 Southam Hall, 564-7120) to pass on to students and staff certain price advantages that can be offered in an educational setting.

The store is an authorized dealer for Apple, Epson and IBM, Amstrad, Packard Bell and Zenith. Accessories and software are also available. The manager is Mark Thaw.

## Computing and Communication Services

Carleton's central academic computer system is a Honeywell DPS 8/49 running the CP-6 operating system located on the 4th level Administration Building. Timesharing terminals for student use are available at: 435 Architecture Building, 501 Davidson Dunton Tower, 438 Herzberg Building, C463 Loeb Building, 365 Mackenzie Building, 409 MacOdrum Library, 309 St. Pat's, 121 Lanark House.

Carleton has a number of computer networks used for instruction by specific credit and non-credit courses.

Student consultants are normally on duty at three locations: 504 Davidson Dunton Tower (564-6721), 479C Loeb Building, and 365 Mackenzie Building.

A *Directory of Services* is available from User Services (564-5599). An information brochure titled *Minitext General Information* is available at the book desk in the Bookstore. (Submitted by *Computing and Communication Services*.)

## CUSA Information Services Office

The Information Services Office (401 Unicentre, 564-4380) maintains a resource centre which is available to students. It also serves as a research and organizing centre for issues such as unemployment, accessibility, housing, tuition, cutbacks and other matters which affect students.

It also helps organize and publicize Students' Association campaigns and events as well as producing CUSA publications. Office hours are 8:30 a.m. - 4:30 p.m, weekdays.

## Day Care

The Day Care Centre on campus is open 12 months a year. Children are accepted at the age of six months to five years. Priority admission is given to the children of students, staff and faculty members. The program is developmental, suited individual needs. Staff are trained in Early Childhood Education, Mothercraft or equivalent. Parents form the Executive Committee, responsible for policy decisions and monitoring of the Centre's finances.

Fees are prepaid on a monthly basis. A subsidy is available from the Regional Municipality for families who qualify. As there is a waiting list for September admission, you should send in your application as early as possible.

For information about the Renfrew House Centre (6 months to 2-1/2 years), call supervisor Sandy Thompson, 564-5521; for the Loeb Centre 2-1/2 to 5 years, call supervisor Margot Saunders, 564-6312. *(Submitted by the Day Care Centre.)*

## Disabled Students

The Carleton campus, with its tunnel system, is one of the best equipped in Canada for accommodating physically disabled persons. All main buildings have elevators and are ramped for entrance and egress. Many sidewalks have curb-cuts. Most buildings have washrooms equipped for the disabled. (A washroom for exclusive use of the disabled is located at the tunnel entrance to Paterson Hall. Keys for use during the academic year can be obtained from the Co-ordinator for the Disabled.)

- **Visually-Impaired Students** A study room in 304 MacOdrum Library is equipped for the visually impaired. Keys for the study area and/or the tunnel elevator can be obtained from the Stack Supervisor at 564-7570. Inquiries about keys may also be made at the Book Return, the second floor entrance.

- **Hearing-Impaired Students** Personal FM systems and an auditorium FM sound system are now available for loan to hearing impaired students through the Co-ordinator.

The Ministry of Colleges and Universities has announced a program of support services for deaf and hearing-impaired post-secondary students. Non-VRS, part-time students enrolled in credit courses are eligible, and support services may include use of interpreters, note-takers and personal FM systems. The Co-ordinator for the Disabled acts as liaison with CHS and OIS for this program.

- **Residence Program** A limited number of disabled students are admitted into the Carleton Residence Program each year. Admission is based upon the need for attendant care service, availability of space in an accessible room, whether or not the applicant has housing alternatives, and the date of application. The Residence Program features a 24-hour support service which involves attendant care for help with room chores, cafeteria assistance etc.

- **Learning-Disabled Students** A policy has been established to accommodate the individual needs of the learning disabled student. Teaching staff may provide flexibility with regard to exams and assignments for students with the appropriate psychological documentation. Students seeking help with their particular learning disability and/or information with regard to the policy for the learning disabled should contact the Co-ordinator for the Disabled at 564-3657, 500 Unicentre or with Counseling Services, 501 Unicentre, 564-2808.

- **Accessibility and Resource Guide** For further information contact the Co-ordinator, Program for the Disabled at 564-3657, or Counseling Services at 564-2808. *(Submitted by the Co-ordinator for the Disabled.)*

## Food Services

There are four à la carte cafeterias on campus: Loeb Cafeteria, 1st level Loeb Building; the Peppermill, 2nd level Unicentre; Oasis, 1st level Residence Commons; and the Fit Stop, in the Athletics Complex. In addition, Hot Diggity's, a fast food kiosk located near the large vending bank on the 1st level Unicentre is open late hours and weekends.

Hours of operation are standard throughout most of the year but subject to change during exam and holiday periods.

Vending machines are also located on the 1st level Mackenzie, 2nd level Residence Commons, 1st level Loeb, 5th level Administration Building and at the Tunnel Junction.

The Residence Commons dining halls

are available for single-meal service and meal tickets can be purchased at the Service Desk in the main foyer of the Commons. To help off-campus students, a variety of meal plans (at a discount) are available similar to those offered to residence students. If you cannot or do not want to cook where you are living, these plans may be convenient and economical.

Housing and Food Services (564-6395) is interested in any comments, observations, complaints or compliments you have about the quality of service. *(Submitted by Housing and Food Services.)*

## Gay And Lesbian Alliance (GALA)

Legislation in Ontario prohibits discrimination because of sexual orientation, and the federal government has promised to add protection for gay people to the Canadian Human Rights Act. Here at Carleton, CUSA's Constitution and the University's union contracts provide similar protection.

But as far as we've come, we've still got a long way to go. Canadian society can still be intensely homophobic. Carleton is no exception, and all the legislation in the world won't help the young gay or lesbian person who feels different and alone and threatened.

That is why there is GALA. Whether you're "out" to everyone you know, your family, a few close friends, or just to yourself, we can help you. Our meetings provide a comfortable, non-threatening environment where you can meet other gay and lesbian people – perhaps for the first time – and realize that you're really not the only one.

We sponsor social events, movie nights, guest speakers, group discussions, and many other events. Along the way we try to make the straight population of Carleton more aware of the needs and concerns of the gay community. Meetings are held every Tuesday at 7:30 p.m. starting September 15 in 308 Unicentre. Your level of participation in the group is entirely up to you, and membership information is kept strictly confidential.

If you don't feel comfortable getting involved on campus, Ottawa has a large and active gay and lesbian community centred on Gays of Ottawa (GO) at 318 Lisgar near Bank. Information, counselling, and referrals to gay-positive professional services are available through the Gayline at 238-1717 or by picking up a copy of *GO Info*, Ottawa's bilingual gay community newspaper available at Info Carleton, the Women's Centre, and at outlets across the city. *(Submitted by Gay and Lesbian Alliance.)*



## Graduate Students' Association

The GSA (511A Unicentre, 564-4347) represents graduate student interests at Carleton as well as at the provincial (Ontario Graduate Association) and the national (National Graduate Council) levels. GSA provides travel grants (for those grad students presenting papers, posters, etc. at a conference), emergency loans, departmental rebates, social activities, interdisciplinary seminars and workshops. The GSA also owns and operates Mike's Place, a student pub located on the 2nd level Unicentre between the Peppermill and Porter Hall.

GSA consists of two bodies: the Executive and GSA Council. The Executive is elected in April and takes office in September. This year's Executive is: Farooq Omer, President; John Walsh, V.P. Internal; Anne Thomson; V.P. External; Maurice Clark, Secretary Treasurer.

The GSA Council, composed of representatives from each graduate department or school meets at least once a month.

## International Students

University Counselling Services (501 Unicentre, 564-3724) runs an advisory service for international students. Drop by for current information on immigration law and policy, on resources and services available, or to discuss matters of special concern. Office hours are weekdays, 9:00 a.m. to 5:00 p.m. The Foreign Student Advisor is Janyce Dale Smithley.

For adjustment concerns, the Foreign Student Advisory offers counselling and information on social activities within the university community. Given the distance that many students travel they are understandably homesick and if academic success is impaired because of adjustment problems the situation is very serious. The Foreign Student Advisory encourages students to seek assistance when they are first experiencing difficulty.

Immigration concerns are most often routine visa renewal and approval of work permits for graduate students. An Immigration officer visits campus the first Thursday of every month. Make an appointment with the Foreign Student Advisor if you wish to see the officer.

Housing problems are a traditional source of difficulty for foreign students. The International Student Association has been a valuable source of assistance for students looking for housing in the city.

The International Students' Association is made up of the executives from each of the foreign student clubs. The ISA addresses common concerns of the foreign

students as well as provides various programs.

- **Visa Conditions** Student visa holders should adhere very carefully to the conditions stated on the "student authorization". The rules governing your stay in Canada are strictly enforced. For example, your authorization is valid only for study at a particular institution (university, college, etc.) and thus, if you plan to change universities, make sure you contact Immigration (995-8131) well beforehand to have your visa changed. If you wait until you have registered at the new institution, you are technically contravening the conditions of your visa and you could be asked to leave the country.

- **Employment.** In February 1988, the federal government announced changes to the foreign student policy regarding employment. The following groups may be granted permission to accept work without the job needing validation or being subject to the availability of Canadians: international students working at a job on campus; spouses who are not students themselves may get a job anywhere; international students may work anywhere after graduation in an educationally related job for up to 12 months; international students in Canada under the auspices of CIDA may also be granted a work permit.

If you have questions or concerns about this policy please contact Immigration or the Foreign Student Advisor.

If you think you may be inadvertently contravening the conditions of your visa, try to act on it at once. The Office of the Ombudsman will be able to help you (511 Unicentre, 564-6717). More often than not, Immigration officials are quite sympathetic to someone who in good faith discovers s/he has contravened the rules out of confusion, error or ignorance. Your good faith is best demonstrated by acting quickly and directly and often you may save yourself worry or further problems. (Submitted by the Foreign Student Advisor.)

## Library

MacOdrum Library, located on the Quad, is the main library. The Map Library is located in 299D Loeb.

The regular undergraduate loan period is two weeks, or four weeks for books for which there are no requests or "holds". Fourth-year honours students, graduate students and teaching staff are entitled to a four-week loan period. Your University ID card is your library card. When you visit the Library for the first time, the staff at the Circulation Desk will put a bar-coded label on your card. If you are a graduate or fourth-year honours student, be sure to

bring your registration contract with you if your ID card does not clearly show your status. If your card is lost, report it to the Library at the Circulation Desk as soon as possible. You are responsible for all books taken out on your card.

Fourth-year honours students may apply at the Circulation Desk for a letter of introduction to enable them to borrow at the University of Ottawa libraries.

Graduate students may apply at the Circulation Desk for an Ontario Council of University Libraries Borrower's card to enable them to borrow from all Ontario and Quebec university libraries.

CUBE displays and computer print-outs near the Circulation Desk show if a book is out on loan and when it is due back. Print-outs for materials on reserve show which items are on short-term loan for your courses. Some reserve items can go out for five days, others overnight, and some are restricted for use in the Library.

Charges for keeping books past their due date are substantial. If you return an overdue book without paying the fine at the Circulation Desk, you will be billed and charged an extra \$3.00 billing fee. Bills must be paid at the Business Office and not at the Circulation Desk. The charges for lost books can be quite high because of the costs involved in re-ordering and processing replacements. If you feel you are being fined or penalized unfairly, discuss the problem with the Head of Circulation. You may also appeal a decision, in writing, to the Senate Library Committee. (See also "Appeals".)

The Library's general service areas (information desks, book checkout, book return, inter-library loans and photocopy services) are located on the main floor. Terminals for consulting CUBE, the Library's computerized catalogue, and fiche readers for the microfiche version are found on each floor. A terminal for consulting HERMES, the University of Ottawa's computerized catalogue, is on the main floor. Other services include microforms (4th floor), documents, special collections, Carleton Archives (5th floor), and audio/video (Room 301).

Information leaflets on how to use the Library, regulations, and subject bibliographies are available on the main floor. Tours are held at the beginning of term to acquaint you with the building, the materials you will be using, and accessing the online catalogue. Special subject seminars are also offered by arrangement with the teaching staff.

Exams for the last three years may be consulted on the microfiche in Room 411; paper copies may be purchased in Room 226. CUSA also has a copying service for past exams (401 Unicentre).



Study space is distributed throughout the building at tables and carrels in open areas and rooms. Temperatures can vary drastically from floor to floor – if you find it too warm or cold in one area, try another. Do not leave personal possessions, or books charged out on your library card, unattended.

Finally, please do not attempt to remove materials without checking them out at the Circulation Desk. It will be embarrassing when you are caught, and penalties for theft or mutilation of library materials are heavy. *(Submitted by the Library.)*

## Lockers

For \$11.00 at registration, you can rent a locker at Carleton. Keep your receipt. If, when you get to your locker, you find someone else is already using it, visit Administrative Services (main level, Administration Building, 564-3725).

Theft and damage is always possible. The University assumes no liability for the protection of any article, at any time, which has been placed in the locker or which has been forfeited. Lockers are not a secure place to store valuables and the University is not responsible for stolen or missing articles. *(Submitted by the Parking and Locker Section.)*

## Lost and Found

The campus Lost and Found has recently moved to Buildings and Grounds (next to the Administration Building). Call 564-4366 to confirm hours of operation.

## Mature Students

The Carleton Association of Mature and Part-time Students (CAMPS) Centre is designed to provide a comfortable, informal lounge for non-traditional students to meet and talk with other students in similar circumstances and with similar concerns. The Centre also has a study room for quiet study and a small reference library.

The services provided by CAMPS range from organizing social events to providing a babysitting service and an emergency hot line for reaching students on campus. CAMPS also provides a March break daycare for 5-12 year old children.

Workshops and seminars are planned this year touching topics such as Income Tax, First Aid Services and Senior Citizen Interests. Suggestions for other possible topics are welcome.

For more information contact the Centre in 314 Unicentre, 564-2719. *(Submitted by the Mature Students Centre.)*

## Office of the Ombudsman

An Ombudsman is a person who attempts to cut through red tape on your behalf. If you have a problem with a particular department or outside agency and are in need of direction, the Ombudsman may be a good place to start.

This office deals with problems within the University, such as grade appeals, fees, graduation, etc., and external matters such as landlord and tenant disputes, and immigration problems.

The staff can provide an objective and independent review of the facts and, if need be, act as a third-party representative on your behalf. Often students or staff are not sure of how to get certain information and our office can act as a referral service.

Feel free to contact the Ombudsman, Jim Kennelly or leave a message with Mrs. Bourassa (Mrs. B.), the secretary in 511 Unicentre, 564-6717. If you call during the day, an evening appointment can be arranged.

Incidentally, the Ombudsman is the editor of this book.

## OPIRG

The Ontario Public Interest Research Group (329 Unicentre, 564-7112) is an independent, non-profit organization devoted to achieving constructive social change through research and popular education programs. OPIRG offers informative publications, a stimulating speakers series and a resource centre full of materials on current issues. Students can also get involved in OPIRG through a variety of active working groups.

OPIRG is funded through a student fee of \$3.50 per full-time student paid at registration. This pays for speakers' fees, resource materials, office supplies and salary for two staffpeople. The fee has been collected every year following a campus referendum in which over 80 per cent of those voting said yes to OPIRG. Those not willing to support OPIRG can obtain a refund early in the school year.

You can find the OPIRG office down the staircase next to the Unicentre Store. Stop by and get involved. Say no to apathy.

## Orientation

University Counselling Services (501 Unicentre, 564-2808) offers many programs designed to ease the new student's transition to university life. Through its SOS program, new students can be matched with returning students for a personal orientation to the campus and Ottawa area.

The first few weeks of university life can

be hectic and bewildering. If you have questions, concerns or would like information on orientation activities throughout the year, call Dawn Brown at Counselling Services. *(Submitted by University Counselling Services.)*

## Parking

Full-time and part-time students can purchase a limited number of permits either at registration or at the Traffic Office (main level, Administration Building). Prices vary from \$132.50 to \$274 per year for full-time students according to location and if electrical outlets are provided. Part-time student prices vary from approximately \$67.00 to \$97.50. A motorcycle pass is \$22.00.

Along with your permit, you are issued an access card. If you lose or break your card, a new one can be purchased for \$2.00. Return the access card for a \$2.00 refund.

If you do not have a permit and require parking space, there are pay facilities on campus. Avoid parking illegally. Security Patrol Officers are very efficient at giving parking tickets; either City of Ottawa tickets or those issued by the University (for people who have a valid permit). Your car may also be ticketed and towed away at a cost of \$25 and \$40.

A ticket can be appealed if you feel that it has been wrongly issued. For Carleton tickets, send written appeals (within 10 days) to Parking Supervisor, Administrative Services, Administration Building. Appeal forms are also available at the Office of the Ombudsman.

If you are not satisfied with the decision, drop in to the Office of the Ombudsman and we will put you in touch with the Appeal Committee.

If you receive a City of Ottawa ticket, you can either pay it on or before the date shown or, if you wish to fight it, you must appear in court.

Any outstanding Carleton University traffic fines are applied to your account. Release of final grades is conditional on payment.

Pamphlets outlining Carleton's traffic regulations are issued with parking permits or can be picked up at the Traffic Office. If you drive a car to school, you should have some familiarity with these regulations. It will save you money. *(Submitted by Parking Section.)*

## Peer Support Centre

The Peer Support Centre (316 Unicentre, 564-7476, 564-2868) is a student information, counselling, and referral service. We can discuss, in a supportive and non-

judgemental manner, concerns such as relationships, stress, birth control, pregnancy, abortion and motivation. Our service is completely confidential. No fee and no appointment is necessary.

The Centre also runs a Tutorial Service that matches tutors with interested students, free of charge. We have a large selection of pamphlets, periodicals, a library of relaxation tapes and reference materials available for student use. In the past, workshops, ranging from massage, procrastination to sexuality, have been offered. Non-prescription birth control is sold at cost price, as a service to students.

We will be looking for volunteer counselors early in September. No experience is necessary but mandatory training is provided.

The Peer Support Centre is sponsored by the Students' Association. (Submitted by the Peer Support Centre.)

## Photo Club

The Photo Club is a co-operative organization which provides facilities for members to develop and print their own photographs. As a member, you can participate in workshops, tours and meet people who share your interest in photography. The club facilities, located in 512 Unicentre, consist of film developing, printing, drying and finishing rooms. An equipment loan pool, operated by the Coordinator, is also available free to members. Membership periods are September-April and from May-August. For more information contact the Photo Club Coordinator at 564-7584, the V.P. Administration at CUSA, Christine Skladany, or Information Carleton. (Submitted by the Photo Club.)

## Post Office

The Post Office is located in the tunnels between the Tory Building and Paterson Hall.

It is open on weekdays only from 10:00 a.m. to 3:00 p.m. Aside from offering standard postal services it is also the place to pick up income tax forms and passport applications.

Stamp machines are located just outside the door of the Post Office, the main lobby of the Residence Commons, the Bookstore and in the Unicentre Store. (Submitted by Administrative Services.)

## Residence Association

Rideau River Residence Association Incorporated (RRRA – pronounced "raw") is the non-profit student government representing the residence community. RRRA pro-

vides representation on joint student/university committees and responds to the social and educational needs expressed by the students.

This year's executive consists of Derek White, President; Bernie Etzinger, Vice President; Reuben da Silva, Finance Controller; Jeff Finkle, Programmer; Kristin Boyd, Special Activities Coordinator. You can contact these people in the RRRA office off the lobby of Residence Commons, 564-3806.

## Security

Carleton is as safe or safer than any other part of Ottawa, however, like any other part of Ottawa, it is not without crime. Do not assume that you are immune to crime just because you are on University property.

The security staff do an excellent job but it is important that you take any normal precaution that you might take elsewhere. Most students come to feel at home on the university campus after the first few weeks, but remember that someone may still walk away with your unattended purse in the Library or steal that unlocked bicycle. It is up to you to act accordingly.

If you do run into an emergency, call Security at 564-4444 (Emergency number) or 564-4360 (Patrol Office). They will respond immediately.

Security personnel have a tough job. They are here to deal with situations where the rest of us are unable to cope. It would help a lot if we co-operated with them as much as possible.

## Societies

Of the 38 departments at Carleton, 33 have academic societies to help you get involved with other students and your department. These societies program many different events such as career speakers, special movies, excursions, and pub nights. One such society is the Psychology Society.

To find out more, contact CUSA V.P. Academic Anne-Marie Rolfe (401 Unicentre, 564-4380).

## Student Representation

Potential areas of student representative involvement at Carleton are many and varied. The best way to understand how the university runs is to get yourself involved in running it.

The University is, if nothing else, relatively democratic. In practice this means that most decisions are made by, or based on advice from a committee. The majority of these committees, if they concern students directly, allow for some form of stu-

dent representation. Many of the academic decisions (for example starting a new course or developing a new program) begin at the departmental level and work their way up, through the faculty, to the Senate. Other decisions, which involve the whole university, may begin with a committee of the Senate (for example a decision on student appeal procedures or new library regulations). Still others may be made by committees of the Board of Governors or different sorts of joint committees.

If this sounds slow and cumbersome, that is because often it is so. On the other hand, the system allows a wide range of views to be expressed. To make it all work, the involvement of students is crucial.

To find out more about the university structure and how to get involved, contact the Students' Association (564-4380), the Rideau River Residence Association (564-3806) if you live in Residence, or the Graduate Students' Association (564-4347) if you are enrolled in Graduate Studies.

- **New University Government** NUG is an extremely valuable student resource whose success depends entirely on active student participation. It is vital that students take advantage of the tremendous potential NUG offers for student input in the governing of the university. Get involved, have a say in your education, run for NUG.

All undergraduate and graduate students are eligible to run for election, which takes place in the fall.

Representatives sit on their respective academic and/or faculty decision-making board as full voting members, under a formula adopted in 1968 that guarantees a minimum number of student seats.

For further information, please call CUSA at 564-4380 and ask for Anne-Marie Rolfe, V. P. Academic.

## Students' Association

**An Important Note:** As well as financing half of *Survival*, CUSA also publishes a *Student Handbook* covering social and political interests. Copies can be found at Information Carleton (4th level Unicentre) or the Students' Association office (401 Unicentre).

Carleton University Students' Association (CUSA) is a student-run organization of which all Carleton students are members. The Students' Council is made up of 34 people including a President, Finance Commissioner, a Residence Association Rep, Graduate Student Rep and 30 student Faculty Representatives. Students can run and vote for these positions during the



annual elections in February. There may also be some vacant seats to fill in the fall by-elections. Everyone is welcome to attend the weekly council meetings. The time and place of the meetings are posted outside the CUSA office.

The office is open on weekdays from 8:30 to 4:30 p.m. Drop by if you need information, require a service, are interested in lending a hand or simply looking around.

- **Services** CUSA funds, or partially funds, a wide variety of services on campus for students including: CKCU-FM (radio station), Women's Centre, Peer Support Centre, Carleton Association of Mature and Part-time Students, International Students' Association, Office of the Ombudsman, various publications and an assortment of clubs and societies on campus. Miscellaneous business services are available through the finance office, secretaries and business manager as well as a typing referral and photocopy/binding service.

In conjunction with the administration, CUSA also operates the most of the services listed above, as well as the Unicentre Store, Games Room, Oliver's Pub, Rooster's Coffee House, Community Centre and a number of lounges.

- **Health Plan** If you register as a full-time student, you are automatically covered by CUSA's Accident and Sickness Insurance Plan for prescriptions, up to \$2,000 repatriation (deductible may apply), dental accidents and in a number of other areas. If you are a part-time student you can "opt-in" to the plan, for a fee, in the CUSA office.

- **Programming** Besides entertainment in Rooster's, Oliver's and Porter Hall, CUSA organizes special events each year such as Orientation Week in September, Pandafest in October and Winter Carnival Week in January.

- **Student Representation** The Students' Association is concerned with the role of students in the University administration. CUSA has successfully placed student representatives on the University Senate, the Board of Governors (BOG) and on University committees dealing with student aid, academic courses and programs, athletic facilities and many other areas of concern. Some parts of the university are constantly in flux, and it is crucial for students to express their interests. If you are interested in becoming involved in University decision-making, drop by CUSA.

CUSA also makes students' voices heard at all levels of government. The Association has been involved in municipal issues such as housing and transportation, while at the provincial and federal levels CUSA works in areas such as accessibility

to education, university under-funding, in addition to research and development. CUSA maintains an ongoing membership with the Canadian Federation of Students (CFS) which acts as a powerful lobbying voice for students nationally.

Any students' association is only as effective as its students are active in university life.

CUSA invites you to become a part of what is happening this year.

## Unicentre

Actually located almost in the middle of campus, the University Centre houses a wide variety of services for students, faculty and staff on six levels. What follows is a short directory of what you'll find in the Unicentre. Most of the services are described elsewhere in *Survival*.

### Community Services

Canada Employment Centre (508)  
Mature/Part-time Students Centre (314)  
Coordinator for the Disabled (500)  
Counselling Services (501)  
Health Services (6th level)  
International Students' Centre (302)  
Office of the Ombudsman (511)  
Peer Support Centre (316)  
Women's Centre (308)

### Food Services

Faculty Club (4th level)  
Hot Diggity's quick serve (1st level)  
Peppermill cafeteria (2nd level)  
Vending (1st level)

### Licensed Lounges

Mike's Place (2nd level)  
Oliver's pub (1st level)  
Rooster's coffee house (4th level)

### Multipurpose

Baker Lounge (4th level)  
Community Centre (1st level)  
Porter Hall (2nd level)

### Offices

CKCU-Radio Carleton (517)  
The Charlatan (531)  
Graduate Students' Association (511A)  
OPIRG (329)  
Students' Association - CUSA (401)

### Recreation

Games Room/Arcade (1st level)  
Photo Club darkroom (512)

### Retail

CashStop auto teller (4th level)  
Store (4th level)  
Travel CUTS (in the Store)  
Ziggy's Hair Design (2nd level)

## University Counselling Services

From time to time, you may face personal, educational or vocational problems. University Counselling Services (501 Unicentre, 564-2808) may be able to help. Don't wait for things to work out. The sooner you seek help, the faster you can resolve your concerns.

Professional counsellors are available to help you by providing educational, vocational and personal counselling; assessing abilities, aptitudes, interest and personality through a variety of psychological tests; offering a Learning Assistance Program; and providing educational and occupational information. These services are offered both individually and in groups.

The service is strictly confidential. No information will be released without your consent. The office also offers orientation programs for new students throughout the year.

University Counselling Services is open to all members of the university community. Office hours are 9:00 a.m. to 5:00 p.m. For information or an appointment, drop by or call 564-2808. (Submitted by University Counselling Services.)

## Women's Centre

The Women's Centre (308 Unicentre, 564-3779) is run by volunteers as a place to get together and talk, to exchange ideas and to gain support from other women. As well as its collection of books and journals in its extensive library, the Centre provides information on issues pertaining to women's groups, speakers, films, workshops as well as information on women's services on and off campus.

Through involvement in university politics, the Centre tries to deal with the unique problems women encounter in university. Special interest groups (according to individual interests) are also organized. The Centre always needs more volunteers. Volunteer training is held the third weekend in September and the third week of January. If you have questions or ideas, drop by. (Submitted by the Women's Centre.)



# capital food services



- Loeb Café, Ground Floor  
Loeb Building

## Welcomes you to Carleton



- The Peppermill,  
Second Level Unicentre  
Banquet Facilities Available  
Contact the Manager  
at 564-6629



- Hot Diggity's,  
Hot Dog Shop  
Unicentre First Level



- Fit Stop,  
Athletic Building  
Licensed under L.L.B.O.

- Vending Locations  
Loeb Building, Engineering Building,  
Glengarry Building, Tunnel Junction,  
Administration Building, Unicentre.

**564-6629**



## Awards Office

The Awards Office (202 Administration Building, 564-3735) is the best place to go for information on the Ontario Student Assistance Program (OSAP), emergency loans, bursaries, scholarships and student aid in general.

If you have detailed questions, make an appointment to see the Director of Student Awards, Carol Fleck or Linda Fielding, the Awards Officer. It is a good idea to visit the Awards Office early as it will take time to process applications. (*Submitted by the Awards Office.*)

## Bank

A branch of the Bank of Nova Scotia (564-5363) on campus in the basement level of Paterson Hall is open weekdays 9:30 a.m. to 4:00 p.m. The manager is Mr. D. Bailey.

Long line-ups develop in September when new student accounts are opened and often there is a 10-day "hold" on deposited cheques and a two-week waiting period for a transfer of accounts. To save time, you can open an account before you arrive. Just send the bank a letter enclosing your name, home address, Ottawa address, Social Insurance Number, a student number (if you have one) and a bank draft, money order or certified cheque.

Two "CashStop" machines on campus are located near Information Carleton (4th level Unicentre) and near the bank in Paterson Hall. We understand there will be a new machine in Residence Commons sometime this fall. (See also "Credit Unions".)

## Business Office

The Business Office (3rd level, Administration Building, 564-3762) is responsible for ID cards and, through Students Accounts Receivable, the collection of fee payments and fines. As well as collecting money, it hands some out: bursaries, scholarships and student aid cheques.

If you lose your ID card, the Business Office will issue a new one for \$5.50 but check Lost and Found (564-4360) and the Library (564-2750) first.

The Business Office also mails out income tax certificates for tuition fees and full-time school attendance (see "Income Tax") at the end of February, but only to students whose accounts are fully paid.

Replacement tax certificates for past years are supplied for a \$3.50 certificate charge and do require some processing time.

• **Policies** The Business Office charges a \$9.50 penalty for NSF cheques returned by your bank. The staff also lets the faculty registrars' offices know if you are in

debt to the University. If your account is delinquent, the University will seal your file. This means you will not receive marks or transcripts until the account is settled.

If you owe tuition fees, you may be deregistered. (See "Deregistration".) This does not mean that your debt disappears. After deregistration, you will still owe the balance payable on your fee assessment.

On occasion, you may want to dispute a fine. If so, remember that the Business Office only administers billing for fines. You will probably have to go to the Library, Parking or wherever the fine originated to clear up the matter.

The University is not an ogre. If you owe money (even tuition fees) which you cannot pay at once, visit the Business Office. Ask for Mandy Steinberg who is handling Student Accounts. Usually something can be worked out. Also visit the Awards Office and investigate the financial aid possibilities.

Finally, to contact you the Business Office needs to have your correct address. Make sure to update your phone number and address as soon as you plan to move. Change of address forms are available at your faculty registrar's office. Anyone graduating in January, or who will otherwise be at a new address in the second term, should contact the Business Office early (December) to leave a forwarding address. (*Submitted by the Business Office.*)

## Credit Unions

A credit union is basically a co-operative form of banking. Users become shareholders and profits are ploughed back into the credit union, permitting lower rates for members who need a loan. Good financial advice and help in budgeting are side benefits. The Ottawa Community Credit Union is located at 275 Bank, Suite 200 (235-4335). There are other credit unions around as well, including the Women's Credit Union (233-7711). There are also several Caisse Populaires with branches in Ottawa, Vanier and Hull.

## Employment Standards

• **Minimum Wage** The Ontario minimum wage for students over 18 years of age working in general industry is \$4.75 per hour as of October 1988.

The minimum wage for students over 18 years of age working in the construction industry is \$4.75 per hour as of October 1988.

The minimum wage for students serving liquor to a customer in an establishment which has been issued a license or permit under the Liquor License Act is

\$4.25 per hour as of October 1988.

• **Equal Pay** Ontario law states that men and women must receive equal pay for equal work.

• **Overtime Pay** Students working in excess of 44 hours per week must be paid 1.5 times their regular rate.

• **Statutory Holidays** Students, in general, do not qualify to receive the following holidays with pay: New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day and Christmas Day.

To qualify, students must be employed by the same employer for three calendar months immediately preceding the holiday, work at least twelve days of the four weeks prior to the holiday and work on the regular work day before and after the holiday.

If a student does qualify, s/he must be paid 1.5 times his/her regular rate.

• **Vacation Pay** All employees, regardless of period of employment, are entitled to vacation pay equal to four per cent of earned wages. Upon termination of employment, outstanding vacation pay must be given.

• **Termination Notice** Students are entitled to written notice of termination of employment if they have been employed for three months or more. If notice is not given, pay in lieu of notice is required.

Notice of termination is not required if the employee is dismissed for just cause or was hired for a specific term or task.

• **On-the-Job-Safety** If a student feels that the place s/he is working in is unsafe, he or she should contact the nearest office of the Ministry of Labour.

Ontario law protects employees, who seek enforcement of safety laws, from employer discipline.

• **Ontario Human Rights Code** A student, when applying for a job, cannot be discriminated against due to race, creed, colour, sex, marital status, nationality, ancestry or place of origin.

• **Workers' Compensation** provides compensation, medical aid benefits, rehabilitation services, and pensions for employees who have been disabled by a work-related injury. Students can find out whether a potential employer is covered by this Act by writing or phoning the Workers' Compensation Board, 2 Bloor Street East, Toronto M4W 3C3, (416) 965-8851.

• **Canada Pension Plan** All students over 18 years of age must make contributions towards the Canada Pension Plan. If excess contributions are made, they may be refunded with income tax payments.

## Expenses and Budgeting

It costs money to attend university. Try to ensure that you have enough before you enrol. The following breakdown of esti-



mated costs gives you a rough idea of how much "study money" you will need.

- **Tuition and miscellaneous fees** range from \$1,648 to over \$8,912 depending on your program and status. (See the *Calendar* p. 48 for details.)

- **Books and equipment** will cost a minimum of \$505, depending on your program. Engineering students should budget \$650; Architecture students at least \$1,400.

- **Rent and board**, if you live off-campus for eight months, may cost \$4,000. A private apartment would cost more; shared accommodation in a co-op and careful food shopping may cost less.

- **Local transportation** costs will depend on the distance you travel to Carleton each day. A basic bus pass costs approximately \$41 a month or \$328 over the school year. (See "Bus Transportation".)

- **Recreation and entertainment** costs depend entirely on the individual; budget at least \$800.

- **Laundry and clothing** should cost at least \$500.

- **Return trips home** depending on where home is and how often you visit.

- **Miscellaneous expenditures**, such as stamps, stationery, toiletries, medical supplies and bought lunches will total at least \$800.

In general, the budget for an Arts or Science student living on campus can be \$8,500 or more for the school year. To meet these costs, you may need help. In addition to careful budgeting, savings from summer and part-time jobs and help from your parents or spouse, you can apply for student aid through the Awards Office.

Finally, the Awards Office offers budget counselling in the fall. Especially if you will be away from home for the first time, these informal sessions may help prevent the "empty pocket" syndrome next March. For details call 564-3735. (Submitted by the Awards Office.)

## Fee Refunds

Under "Consumer Information" you may have noticed that a seller is never under an obligation to offer a refund unless the goods are faulty or there is misrepresentation involved. This is true if you purchase a service (such as an instructional program) as well as if you purchase a product.

Carleton's policy on refunds is more generous than the minimal requirements of the law. If you want to withdraw from your program, you may be eligible for a refund. Remember that Carleton uses a pro-rated system. Withdrawing at Christmas does not mean you get half of your fees refunded. To avoid unpleasant surprises, it

makes sense to read the relevant sections of the *Calendar* (especially p. 42 and pp. 49-50). The Business Office is the only reliable source for information about the refund system. The person to see is Laura Lauzon.

## Financial Aid

- **Carleton Scholarships** Candidates for Carleton's Entrance Scholarships are considered on the basis of the marks which qualified them for acceptance to the University. These are usually the interim marks of the final year of high school. Applications for admission to Carleton must have been received by our Office of Admissions no later than May 15, 1988.

The following scholarships are being offered for 1988-89:

Three scholarships with a total possible value of \$16,000 over four years – payable in four equal instalments. The scholarship continues each year of full-time enrolment, as long as the student maintains an A standing. Students must apply for this scholarship. The deadline for applications is May 14. Priority is given to academic performance, but applicants' other interests and activities during secondary school are also considered.

Scholarships are also available with a total possible value of: \$6,000 over four years (\$1,500 per year); \$4,000 over four years (\$1,000 per year); \$3,600 over four years (\$900 per year) These scholarships continue each year of full-time enrolment, as long as the student maintains an A average.

Fifteen awards valued at \$250 for the entrance year only, to be awarded to the top fifteen students entering from the Regional Municipality of Ottawa-Carleton. This award can be in addition to any other scholarship or award received from Carleton.

- **Financial Aid from Carleton** The University provides some funds for students who need financial assistance. If you need assistance, contact the Awards Office (202 Administration Building). Be prepared to present a budget estimating your expenses and sources of funds, including such things as savings, family support, and government loans or grants.

**Bursaries** Ranging from \$50 to \$500, bursaries are available for students in good academic standing who, after applying for government grants and loans, still require financial assistance. These bursaries are awarded after registration, and do not have to be paid back.

**Emergency Loans** If, after you have registered, you run into unexpected expenses, or your student loan is delayed, you may be able to borrow from the Uni-

versity's emergency loan fund until your other funds arrive.

**Budget Counselling** Budgeting is the first step in sensible financial management. To help you stretch your dollars through to next May, the Awards Office has a budget counselling service. For an appointment, call 564-3735.

- **Ontario Student Assistance Program (OSAP)** This program, funded by the federal and Ontario governments, is intended to promote equality of opportunity for post-secondary studies through direct financial assistance for educational costs and living expenses. This assistance, in both loans and grants, is intended to supplement your financial resources and those of your family.

The amount of assistance you receive depends on your calculated financial need. The Ontario Ministry of Colleges and Universities determines that amount with the following formula: Allowable Educational Expenses minus Expected Financial Contribution equals Calculated Financial Need.

Allowable educational expenses include such things as tuition fees, books and equipment, personal and living expenses, local transportation expenses, and transportation expenses for returning home.

The calculation of the expected financial contribution depends on such things as the resources of the student's parents or spouse, summer earnings, earnings during the school year, academic awards, income from government agencies, and investment income.

You can appeal the assessment of your financial need in cases, for example, where your family is unable to contribute the amount calculated under the program's criteria. If you are considering an appeal, you should contact the Awards Office.

To help students budget for the year, the Awards Office assesses every OSAP application before it is sent to the Ministry of Colleges and Universities, to give applicants an estimate of the amount of assistance they can expect to receive.

Who should apply to OSAP? If you are an Ontario resident considering post-secondary education at an Ontario university or college, either as a full-time or part-time student, you should apply to the program. Applications are available from high school guidance offices, the Awards Office, and the Ministry of Colleges and Universities, usually by April or May. If you have any questions about your application, please feel free to contact the Awards Office.

- **Other Provincial Assistance Programs** If you don't live in Ontario, you may be eligible for loans and bursaries through your home province or territory. Home province is usually defined as the province from which your parents currently



reside, or if you are an independent applicant, the province in which you have most recently lived and worked for 12 consecutive months, outside of full-time attendance at a post-secondary institution. Applications are available in your home province.

Residents of Quebec who are considering full-time post-secondary education in Ontario may be eligible for loans and bursaries from the Quebec Ministry of Education's Student Loans and Bursaries Service in Quebec City. The application deadline is June 30, but you should apply early. Forms are available from the Ministry and Carleton's Awards Office. With your application you'll receive a booklet describing in detail the regulations of the program and of how loan and bursary amounts are calculated. If your circumstances change during the academic year, you can appeal your original assessment. For more information, contact the Awards Office.

- **International Students** Students from other countries, on student visas are not eligible for any government aid. (You must have Permanent Resident status and meet residency requirements.) You must have enough money before being issued the visa in your home country. However, if you run into unexpected expenses at Carleton, you may be eligible for modest amounts of aid from the bursary funds. Graduate Studies may be able to help you if you are a graduate student.

- **Part-time Students** Most provincial student aid programs are open only to full-time students (registered in three or more courses). If you are an Ontario resident, however, you may be eligible for some parts of OSAP aid. For information and application forms, contact the Awards Office. Have a personal interview if you can. (Submitted by the Awards Office.)

## Income Tax

Income Tax returns, tables and guides are available at any post office, including the one on campus. For detailed information, special forms (e.g. *T1-M Moving Expenses*), and explanatory pamphlets (such as *Income Tax and the Student*), phone or visit the Ottawa District Tax Office, 360 Lisgar, 598-2275. For information about Quebec provincial taxes, call or visit the provincial revenue people (170 Hôtel de Ville, Hull, 770-1768).

It may be to your benefit to file even if you have no taxable income, since you may be eligible for Federal and Ontario tax credits – "real money" returned to you, rather than deductions from taxable income. Unfortunately, people on student visas are probably ineligible.

By the end of February, Carleton will have mailed your tuition and education

deduction forms as well as income statements such as T4As (bursaries) and T4s (earnings including assistantships). If you do not receive yours in early March, call the Business Office (564-3762).

Finally, if you encounter any problems call the Ombudsman (511 Unicentre, 564-6717).

## Jobs On Campus

The most helpful source is probably the Canada Employment Centre (508 Unicentre). The Students' Association (401 Unicentre, 564-4380) describes itself as the largest employer of students on campus. Students are hired as pub staff, cashiers, operating personnel, and so on. The first issue of *The Charlatan* should list all the vacancies.

Various University operations also hire students for part-time work during the school year. In particular, try Information Carleton (564-7177), Capital Foods (564-6629), Saga Foods (564-3710), Student Liaison (564-2738), the Athletic Centre (564-3746), the Library (564-5840), Instructional Aids (564-6658), and your own academic department (just in case there is money around). Check Carleton's Personnel Office (564-2780) in August as well.

Registration itself is also a source of short-term university jobs. (See "Registrars' Offices", for phone numbers.)

Finally, if you have never had a career-oriented job and you have some spare time, you might try volunteer work around campus. Check out *The Charlatan* (564-2880) or CKCU-FM (564-2898), if you are interested in the media or public relations. If you are a Psych major with an interest in counselling, for example, you might want to volunteer at the Peer Support Centre (564-7476) or at one of the various social agencies in the city such as the Children's Aid and the Youth Services Bureau. Working for the Students' Association (564-4380) can also provide useful experience. For off-campus opportunities, call the Central Volunteer Bureau, 236-3658.

Although unpaid work is not highly valued in our society, it may be of some help in getting a "real" job later on. Meanwhile, what you can learn about responsibility, organization and personal relations can always be put to use.

## Tuition Fees

The exact amount of your fees will vary by faculty (or school) and the number of courses in which you are enrolled. Read this year's *Calendar* very carefully. You will find that the policies and procedures regarding fees may become important if you change status (e.g., full-time to part-time),

or program, if you withdraw totally, or if you have trouble meeting the final payment dates.

For example, withdrawing at Christmas does not mean that you get half of your fees as a refund. The system is pro-rated each day of classes. Every day affects your refund or fees charged. (See "Fee Refunds".)

Direct questions to the Business Office (3rd level Administration Building, 564-3762). The staff are the experts on fees and their advice, as a result, is the most reliable on refunds, payment plans and tuition. If you have a problem ask to speak to Mandy Steinberg. (Submitted by the Business Office.)

## Unemployment Insurance

The Unemployment Insurance Act is extremely complex. It can make collecting UIC almost as frustrating as being out of work.

Do not hesitate to apply, however. If you delay, you may begin to lose weeks of eligibility. As it is an insurance program, you have the right to collect from the fund because you have been paying the premiums.

To qualify for regular benefits, one usually has to have worked 10 to 19 weeks over the last year or since the last time UI was collected.

There are all kinds of rules and regulations that play a part in deciding if you qualify (not to mention maternity or sickness benefits). Check with the UI office at 992-1300.

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## Birth Control

There is probably nothing as difficult to talk about as human sexuality although there are few areas in life where information and understanding are as important. Two sources of information on birth control and sexuality are: Health Services, 6th level Unicentre, 564-2755, and Peer Support Centre, 316 Unicentre, 564-7476. Both provide a supportive, confidential and non-judgemental atmosphere. Don't hesitate, however, to ask to speak to someone else if you are uncomfortable or to get clarification on any question. You have both the right and the obligation to be informed.

While birth planning is a part of responsible adult life, no one method is suitable for everyone. Consider the methods available, your own preferences and perhaps those of your partner and make a decision on what is best for you.

You may also want to know that Peer Support Centre sells non-prescription birth control such as condoms and spermicidal jelly, at cost prices. Morning After Pills are available through Health Services.

- **Birth Control Pills** are made of synthetic hormones (estrogen and progesterone) which inhibit ovulation. They are taken daily in 21 or 28 day cycles. You must have a complete doctor's examination since a family history of diabetes, epilepsy, jaundice, blood clotting or severe depression may mean the pill is inappropriate for you. Stay in touch with your doctor about any side-effects. Switching to another brand may help. In any case, don't write off a problem as unimportant until you check it out.

- **IUD (Intrauterine Device)** is a small object inserted in the uterus where it creates a "hostile environment" which prevents pregnancy. There are two types: physical (plastic) and chemical (copper or progesterone). Chemical IUDs may require annual replacement. An IUD must be inserted by a doctor. Some initial pain (cramping) is common. If you experience extreme pain, however, go to your doctor or to a clinic or hospital immediately. IUD's have strings attached (literally, not figuratively). You should check the string monthly to make sure the IUD is in place. IUD's are generally not recommended for young women who have had no children because of the risk of an infection to the uterus which jeopardizes future fertility.

- **Condoms and Spermicidal Foam** may be used separately, but their effectiveness is vastly increased when used together. Both can be purchased without prescription in any drug store. The condom is a rubber sheath unrolled over the erect penis before intercourse leaving a half inch space at the end. The idea is to make sure

no seminal fluid escapes into or around the vagina. Never use vasoline or petroleum jelly with a condom as it destroys the rubber and never try to re-use a condom or to use one that has any appearance of damage or tearing. Spermicidal foam may be applied up to one hour before intercourse. When you buy foam for the first time, make sure an applicator is included. Condoms made of animal skin do not offer protection against the AIDS virus. Condoms made of latex rubber are most commonly used and are most effective.

- **Diaphragm and Spermicidal Jelly** are always used together. The diaphragm is a flexible rubber-covered spring inserted inside the vagina before intercourse. Diaphragms come in various sizes. The fitting of a diaphragm must be done by a trained health care worker. Effectiveness is dependent upon good instruction and proper use. Effectiveness is increased by combining the use of a diaphragm with condoms.

- **Cervical Cap** The Cap covers only the cervix and must be fitted by a trained health care worker. Caps are only available in a few offices. There are slightly more failures with a cervical cap than with a diaphragm.

- **Basal Thermal Method** involves extensive charting of body temperature and some days of abstinence each month. Serena (151 Holland, 728-6536) is a local organization devoted to this method. The decision is yours, but the method does involve serious rates of risk for young women with irregular menstrual cycles or for couples lacking sufficient commitment.

- **Coitus Interruptus** or withdrawal of the penis before ejaculation is one birth control method not recommended. It is possible for sufficient seminal fluid to escape to cause pregnancy. It is probably better than nothing, however, nothing is not the only other option. There are any number of ways to express affection through physical contact and to give and receive pleasure other than intercourse itself.

- **Effectiveness Rates** are double-edged. The following list provides the theoretical number of pregnancies per 100 women during the first year of use and in the brackets following, the average number during actual use. Draw your own conclusions.

Birth Control Pill – 0.34 (4-10 average)

IUD – 1 to 3.0 (5 average)

Condom & Foam – 1.0 (5 average)

Diaphragm & Jelly – 3.0 (17 average)

Condom alone – 3.0 (10 average)

Foam alone – 3.0 (22 average)

Coitus Interruptus – 9.0 (20-25 average)

Basal Thermal – 13.0 (15 average)

- **Sources:** *Contraceptive Technology* (9th Edition) and *Our Bodies, Ourselves*.

These and other materials are available for consultation at the Peer Support Centre. (Reviewed by Health Services.)

## Dental Care Assistance

If you have a dental problem try the following steps: contact the Dental Emergency Clinic (523-4185) for an appointment; identify yourself as a Carleton student; attend the appointment and negotiate a reasonable fee with the dentist involved.

## Distress Centre

The Ottawa Distress Centre (238-3311) is open 24 hours a day to listen to any sort of problem. The service is confidential. It is provided by trained volunteers supervised by a small professional staff.

## Health Insurance

The Ontario Health Insurance Plan (OHIP) is the basic health insurance available to Ontario residents. All students are required to be covered by a provincial health plan. Health Services bills provincial health insurance plans directly so students are not required to "pay up front".

Applications for non-group enrolment may be picked up at Health Services (6th level Unicentre). If you are turning 21 this year, you must apply for your own OHIP number. Apply at least 30 days before your birthday for continuous coverage. If you apply during the month of your birthday, you may have a three-month wait.

It is highly recommended that international students purchase OHIP while residing in Ontario. International students who apply for OHIP within the first three months after their arrival will receive coverage effective the first month after application. When applying after three months, there will be a three-month waiting period.

- **Accident, Sickness and Drug Plan**

All full-time undergraduate and graduate Carleton students are automatically covered under this extended health care plan. Part-time students and students requiring family coverage may opt into this plan for an additional \$16.01. The opt-in period is from September 1 to October 1, 1988 for students registering in the fall term and from January 1 to February 1, 1989 for those students registering in the winter term.

The CUSA plan pays for extended health care over and above the OHIP for:

- prescription drugs — includes oral contraceptives and pre-existing conditions; excludes inoculations and over-the-counter medication. Maximum \$2,000. A deductible may apply.

- accident reimbursement to a maximum of \$5,000.
- dental accident to a maximum of \$1,000.
- ambulance benefit to a maximum of \$200.
- tutorial benefit to a maximum of \$300.
- accidental death benefit of \$5,000.
- dismemberment and paralysis insurance to \$15,000 maximum.

For information about benefits, contact the CUSA, 401 Unicentre, 564-4380.

## Health Services

Health Services (6th level Unicentre, 564-2755) provides comprehensive medical care for the university community, including students who live off campus as well as those in Residence. The goal of Health Services is to ensure that you benefit totally from your experience at Carleton.

Please drop by if you need medical care and/or information. It is important to seek help promptly whenever you have physical or emotional health problems. Waiting to see if it will go away often leads to unnecessarily missed classes, trouble in concentrating on school work, or a worsening of problems which could otherwise have been resolved.

It is preferred that appointments be made if the problems are not urgent. Of course, emergencies will be treated immediately. Confidentiality is strictly observed. No information is released unless requested by the person concerned.

Health Services is open 9:00 a.m. to 5:00 p.m. every weekday. Physicians and nurses are available to advise you about and treat almost every medical requirement including treatment of illness, preventive health counselling, birth control, counselling and referral for abortions or care in pregnancy, diagnosis and treatment of venereal disease, allergy shots, immunization and referral to specialists as needed. The clinic atmosphere is supportive. You can find a "shoulder to cry on" and a sympathetic voice.

If at any time you want to talk to someone about personal difficulties, a staff of competent psychiatrists is available for consultation and treatment. For appointments, call 564-2755.

Finally, from September 1 to April 30, evening clinics will be offered. For information or appointments call 564-2755. An answering service is available for urgent calls after clinic hours.

• **Health Services Counselling** General practitioners and nurses are on staff to counsel on various aspects of health care, including: birth control, nutrition, immunization and smoking. We provide treatment of anxieties and depressions which are

often caused by situational stress and/or related to deeper underlying problems. An appointment is scheduled with one of our physicians and, if it is felt that the problems require more specialized therapy, referral is made to one of the psychiatrists.

Health Services has three psychiatrists, (physicians specializing in psychological medicine-psychiatry).

Most patients have problems in interpersonal relationships or difficulties with self-image or learning. A very small number have severe mental illness requiring admission to hospital or treatment with medication.

The main treatment modality is psychotherapy where the psychiatrist tries to explore with the person the roots of his/her current difficulties in the context of his/her previous experiences and thereby increases awareness and coping ability. The psychiatrist does not, in any way, interfere with the person's own decisions or wishes.

Health Services does not like to set limits in the area of counselling preferring to maintain an "open door policy" to deal with many issues. If necessary, however, we do make referrals to more appropriate services.

Acute problems are dealt with on a "walk-in" basis and are not deferred until a major situation arises.

• **Health Education Program** A new initiative offered through University Health Services is to provide a comprehensive health education program for students living on and off-campus. To promote and maintain healthy lifestyles, group sessions will be held to provide information and the opportunity for discussion on a variety of topics including: nutrition, relationships, exercise and fitness, contraception and alcohol. (Submitted by Health Services.)

## Hospitals

Hospitals in the area include:

- Ottawa Civic Hospital, 1053 Carling Avenue, 725-4000;
- Riverside Hospital, 1967 Riverside Drive, 738-7100;
- Grace General Hospital, 1156 Wellington Street, 728-4611;
- Ottawa General Hospital, 501 Smyth Road, 737-7777;
- Queensway-Carleton Hospital, 3045 Baseline Road, Nepean, 820-2000;
- Hôpital Montfort, 713 Montreal Road, 746-4621;
- Children's Hospital of Eastern Ontario, 401 Smyth Road, 737-7600;
- Royal Ottawa Hospital, Psychiatric Services, 1145 Carling Avenue, 722-6521 or 505 Smyth Road, 737-7350;

- Rehabilitation Services, 505 Smyth Road, 737-7350.

## Nutrition

The first man who said "you are what you eat" was a German philosopher. He had a good point. Good nutrition is a sound investment both directly (eating well can reduce your food costs) and indirectly (you might suffer fewer illnesses). The Peer Support Centre (316 Unicentre, 564-7476) has numerous pamphlets to give away on the topic of nutrition. They can also provide referrals. Health Services (6th level Unicentre, 564-2755) can also provide advice and assistance.

## Pregnancy and/or Abortion

The best alternative to an unwanted pregnancy is birth control (see "Birth Control"). Contraceptive methods can fail, however, and anyone can act thoughtlessly. In either case, pregnancy may result.

The most important thing to do if you suspect you may be pregnant is to see a doctor as soon as possible. S/he can arrange for a pregnancy test. These tests are available in Health Services (6th level Unicentre).

There are many reasons why you may have missed a period. Stress, a change of climate or location and the effects of birth control pills are some possibilities. It is also possible for lab tests to misdiagnose pregnancy and provide false positives or negatives. Stay in touch with your doctor. Before you make a final decision, have a thorough internal examination.

There are various courses of action open to you if you are pregnant. You can carry the pregnancy to term and keep the child; you can carry the pregnancy to term and place the child for adoption; or you can end the pregnancy by therapeutic abortion. Any decision will require thought and planning. In particular, abortion becomes dangerous and difficult after the first three months and unlikely after the sixth month.

What is most important is to gather information as quickly as possible. Health Services (6th level Unicentre, 564-2755) and the Peer Support Centre (316 Unicentre, 564-7476) are useful places to start. But be sure you are making up your own mind. Don't hesitate to say you prefer not to be pressured in one direction. Don't hesitate to seek advice from more than one source. If you are considering abortion, you must act fairly quickly. Make sure, then, that the doctor you are seeing is willing and able to assist you. If not, see someone else. Remember, however, that



getting the facts on all the options does not in itself commit you to a choice: it allows you to make an informed decision. Since therapeutic abortion has been removed from the Criminal Code, direct contact can be made with the Abortion Clinic at the Civic Hospital, 725-4921. An initial pregnancy test is required, performed in a pharmacy or licensed laboratory.

Useful off-campus agencies which can be contacted are Planned Parenthood (1 Nicholas, 238-4474) and Family Planning Clinic (480 Somerset West, 232-2667). The Centretown Community Health Centre (100 Argyle, 233-9358) also provides help. Assistance and referral at these agencies is available no matter which option you choose.

The Peer Support Centre and Health Services will be happy to assist you in contacting organizations like Canadian Mothercraft and the Childbirth Education Association which can be helpful if you decide to carry your pregnancy to term. (Submitted by Health Services.)

## Sexually-transmitted Diseases

There are really three major points to understand. Firstly, even nice people get sexually-transmitted diseases. There is nothing to be ashamed about. Secondly, make sure to get regular check-ups even if your sexual activity is limited to one partner. Some forms of sexually-transmitted diseases, for example primary syphilis in women, may have no visible effect in the early (easily curable) stages. Symptoms that appear to go away without treatment doesn't mean the infection has cleared. Future problems might develop and a carrier state (ability to infect others) could occur. Consequently, have symptoms checked out even if they appear to "go away". Finally, if you are diagnosed as having a sexually-transmitted disease, it is your responsibility to inform (or to have a medical agency inform) all those you may have infected. If they know, they too can be treated and cured.

The majority of sexually-transmitted diseases involve either gonorrhea chlamydia (often referred to as NSU) and herpes genitalis. Syphilis is relatively rare but still important to screen for, when indicated. Generally speaking, risk of exposure and development of any sexually-transmitted disease is directly related to sexual lifestyle (i.e. greatest risk occurs with frequent casual encounters).

- **AIDS** (Acquired Immune Deficiency Syndrome) is caused by a virus – *HIV*. This virus attacks certain white blood cells that control the immunological system ultimately

destroying that system, so the body is incapable of fighting infection. Much of the distress over AIDS is related to the fact this disease is fatal and there is at present no cure. The virus may also produce milder illnesses called AIDS-Related-Complex or ARC. The largest number of people infected with the virus, however, are not ill and can be identified by a blood test for *antibody to the AIDS virus*.

In order to be transmitted, the virus must *enter the blood stream*. It can only be spread by:

- *sexual contact* where there is an exchange of blood, semen or vaginal secretions. This is especially dangerous if minor injuries to skin are involved as in anal intercourse;
- *sharing intravenous drug needles* which allows the blood from one infected user to be passed on to the next user;
- *transmission to a foetus from an infected mother*;
- *blood transfusions*. With the development of screening methods (November 1985), anyone needing blood component therapy, i.e. transfusions for surgery of hemophiliacs, is no longer at risk.

**HIV Testing** – A "positive" result means the person has been infected with and formed antibodies against the HIV virus. This person may be infectious to others. Studies have shown that most antibody positive apparently healthy individuals still carry the live virus. Persons with "positive" results should be advised to take precautions to prevent further spread of infection.

*AIDS is not an easy disease to get.* HIV virus is a very fragile virus. It does not survive outside the body. People with AIDS, ARC, or a positive HIV antibody tests present *no danger* to those with whom they go to class, share bathrooms, eat, work or sit. Objects touched or handled by people with AIDS are not "contaminated". There is no need for concern about the safety of swimming pools, saunas or telephone booths because of AIDS. AIDS *cannot* be transmitted by coughing or sneezing.

The risk of AIDS can be reduced by:

- reducing number of sexual partners;
- knowing your sexual partner well before having sex;
- avoiding the exchange of body fluids during sex. (Proper use of condoms reduces the chance of any exchange of body fluids);
- avoid injury to body tissue during sex;
- not using I.V. drugs or sharing needles;
- not mixing alcohol or other drugs with sexual encounters – they may affect your actions;
- not sharing razors or toothbrushes.
- **Gonorrhea** is transmitted by vaginal or oral-genital intercourse. For 80% of

women, symptoms are non-existent; the rest may have a green or yellow-green vaginal discharge. Men who have intercourse with an infected partner will find a white or yellow-creamy discharge seeping from the opening of the penis 3 to 5 days after intercourse. An untreated infection can lead to sterility for men or women. Prescribed treatment is oral antibiotics.

- **Chlamydia** is transmitted in the same fashion as gonorrhea and may be a coincidental infection. It is estimated that chlamydia affects 5-10% of the female population. Chlamydia is infectious from the moment of contact with an infectious person. Some persons infected will not experience noticeable symptoms. Women, who do have symptoms, can experience discharge, itching, lower abdominal discomfort, painful urination and bleeding between periods. Men may be asymptomatic or complain of frequent urination with burning/itching around the penis. Chlamydia may well be the most common infection in this group, and the leading cause of infertility in women.

- **Herpes Genitalis** is a disease of the genital organs caused by the herpes simplex virus. There are two types of Herpes virus, which can cause this disease: Type 1 and Type 2. Herpes 1 is the virus that causes cold sores on the lips. 80% of Herpes Genitalis is caused by Type 2, the remaining 20% is caused by Type 1.

Once a person contacts the herpes virus, the virus travels up the nerves supplying that area and remains latent in the nerve cells after the clinical symptoms have disappeared. The virus can descend down the nerves to the area to create a new case of "active" herpes. In most cases, the "active herpes" never returns (60%) even though the virus continues to live in the nerve cells. However, in some cases, about 30%, the clinical symptoms reappear for a number of years before becoming quiescent, and in a few cases, 10%, recurrences continue on indefinitely.

The manner in which the herpes virus reaches the genital organs is not completely understood. It is currently thought that the virus is usually transmitted by vaginal, anal or oral-genital sexual contact. However, there are cases of Herpes Genitalis in people whose sexual partners have no evidence of herpetic infection.

The most common symptom of genital herpes is the development of lesions which look like fever blisters or cold sores. These usually appear in about two to ten days after contact with infected area. Within a few days they rupture, forming shallow ulcers. These lesions usually form scabs and heal in one to three weeks.

The lesions on the external genitalia of women and men may cause itching, swell-

ling and pain. Urination may be painful and some people experience headaches, swollen glands, and fever for a few days.

A drug is now available that may suppress frequent recurrences and lessen their severity for those men/women who do experience recurrent episodes.

- **Syphilis** has distinctive stages and if left untreated, potentially has high morbidity. Initially, a chancre or painless sore develops at the infection site. Without treatment these sores will usually disappear in one to five weeks but the disease continues to develop and can be transmitted at any stage.

- **Secondary Syphilis** may develop when left untreated and appear as a generalized skin rash with malaise, again resolving over two to six weeks without treatment.

- **Late Syphilis** may occur many years after initial untreated infection. It may produce organ injury resulting in major illness, even death.

For detailed information about sexually transmitted diseases, contact Health Services (6th level Unicentre, 564-2755) or the S.T.D. Treatment Clinic, 250 Besserer, 234-0747. (Submitted by Health Services.)

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### Classes Start:

Mon.	1:00PM	Sept. 26	409 Southam
Tues.	5:00PM	Sept. 27	256 Herzberg
Tues.	7:30PM	Sept. 27	255 Herzberg
Wed.	1:00PM	Sept. 28	210 Res. Commons
Wed.	4:00PM	Sept. 28	401 Dunton Tower
Wed.	7:30PM	Sept. 28	235 Herzberg
Sat.	10:30AM	Oct. 1	301 Dunton Tower



## Apartment Hunting

For the legal side of your responsibilities and obligations, see "Landlord and Tenant Relations". What follows are some hints on protecting yourself from potential problems.

Advice from friends and newspaper ads are two popular means of finding accommodation. Ottawa has two major dailies, *Le Droit* and *The Citizen*. Listings at the Housing Office (2nd level, Residence Commons) and notice boards around Carleton and the University of Ottawa may also be helpful. If you use a rental agency, make sure you know exactly what services you will be getting for the money you pay. Walk through the neighbourhood of your choice, you may stumble upon a "for rent" sign.

However you find your place, it is crucial to inspect the premises carefully before you make a decision. Here is a list of some things to watch out for when making up your mind.

- Find out who pays for utilities. If you will be paying for the fuel (especially in a large house you plan to share with other students), get an estimate of fuel costs. Do not simply take the landlord's word for this: if s/he does not pay for the fuel, s/he probably does not know or care about the cost. Find out, if possible, from previous tenants and from the fuel company. (Fuel prices vary, by the way, so phone around before you sign a fuel contract and negotiate for the lowest price.)
- If you pay for heating, storm windows are essential. Look for actual windows; do not settle for a verbal promise. Extra insulation is a bonus but hard to find in rental housing. Remember to calculate a \$600 annual fuel bill, for example, as a real increase in your rental costs. (It is not, however, calculable in claiming your Ontario income tax rebate based on occupancy costs.)
- Find out if parking is included in the rent. If not, find out how much it costs, where it is and who is responsible for snow removal.
- Look for a control for adjusting the temperature. If it is not within your unit, or if it is locked, you may find the Ottawa winter a little chilly.
- Check the water pressure, hot water and presence (or absence) of a shower.
- Inspect the refrigerator and stove. Be sure the freezer freezes and the burners and oven operate. Find out if the landlord is renting an "equipped unit" or if these are just abandoned relics of past tenants. If the landlord accepts responsibility for the appliances, get it in writing.
- Find out if there is enough storage space and, if you own any large cumbersome objects, measure the doors to see

if your grandfather's roll-top desk, for example, will fit.

- Check for cockroaches, mice and other vermin and dirt and noise.
- Ask other tenants, if possible, about the willingness of the landlord to make repairs. A good landlord is a real benefit.

If your landlord agrees to make repairs, provide parking, pay for utilities, help you to paint the place or whatever, get it in writing. Do not accept a vague promise. Do not assume s/he will do what you want unasked. Write it down and have both parties sign. This can take the form of a lease, and "addendum" to a lease or a separate agreement. If your landlord resists written agreements, take along an acquaintance and make sure s/he heard what you heard. Most problems with verbal assurance lie in misunderstanding and in one's inability to prove what was said.

One brochure to read before apartment hunting is the OPIRG *Landlord and Tenant Guide*.

Of course, no unit will be perfect. If money is your major concern, you may be happy to settle for no shower, no parking and a bad paint job. What is important is that you know clearly what your home will be like.

## Housing Office

- **Off-Campus Housing** To assist those students who choose to live off-campus, Housing and Food Services maintains a free service where area residents are encouraged to list available rooms, apartments, shared accommodations and houses. The listings are posted outside of the Housing Office (202 Residence Commons) and are accessible 24 hours a day, seven days a week.

Please note that the accommodation is not inspected prior to listing. It is the responsibility of the individual to view the accommodation and to make appropriate arrangements with the landlord.

Some of the housing posted is within walking distance of the campus, with numerous listings situated throughout the Ottawa area.

A map of Ottawa is also posted. Staff are available to offer advice and information regarding meal plans, temporary accommodation, bus schedules, etc. during office hours.

Please do not hesitate to contact the Housing Office at 564-3612.

- **Summer Housing** If you have never been to Carleton and want to get to know your future surroundings before the academic year, it may be possible to obtain overnight accommodation in Residence at reasonable rates during the summer. The best time to visit is between July 1 and

August 15, and reservations are strongly recommended. Contact the Service Desk, Housing and Food Services, Carleton University, Commons Building, Ottawa, Ontario, K1S 5B7 (564-3610).

- **Crash Pad** If you have not secured accommodation when you arrive in Ottawa before the start of classes, you may wish to take advantage of the hostel-like service available through Housing Office. You may stay for an evening or two for a very nominal fee. Phone 564-3612 for more information. (Submitted by Housing and Food Services.)

## Landlord and Tenant Relations

Some of your rights and obligations as a tenant arise from municipal by-laws, health and safety regulations and the Human Rights Act. The bulk, however, is defined by provincial statute.

If you have a specific landlord and tenant problem, call or visit the Office of the Ombudsman (511 Unicentre, 564-6717). Although the staff are not lawyers, their experience will help. The Ontario government also has an information line at 230-5114.

The following list of landlord obligations and restrictions, applies whether or not you have a lease. However, you must be a tenant. If you are not renting a self-enclosed unit with private bathroom and kitchen, you may not be covered by the protective legislation

### The landlord must:

- provide premises in a good state of repair, meeting municipal safety standards and health regulations;
- provide a heating system which maintains a day-time room temperature of 20 degrees C. and a night-time temperature of 16.7 degrees C.);
- repair ordinary "wear and tear" breakdowns;
- give 60-days notice to terminate a tenancy even if you do not have a lease (if he has reason);
- give 90-days written notice to raise rents and, in any case, may raise rents only once a year per unit and accept a decision from the Ministry if the amount of the increase is in dispute;
- provide a supply of vital services (heat, water, electricity) whether or not you are facing eviction;
- permit political party workers or candidates access to tenants.

### The landlord may not:

- enter your apartment without giving 24-hours notice except in an emergency;
- lock you out of your unit;
- seize any of your belongings (e.g., to cover back rent);

- collect a security deposit to be held against possible damage (a deposit of the last month's rent is acceptable but 6 per cent interest is due);
- unreasonably refuse you the right to sublet;
- deny accommodation on the basis of race, creed, sexual orientation, colour, religion or other grounds proscribed by the Human Rights Act (but your being a student is not covered);
- try to evict you because you are seeking to enforce your rights under the Landlord and Tenant Act.

Other points of common interest to students:

• **Roomers and boarders** living in a house occupied by the owner or owner's spouse, children or parents, and in a situation where kitchen or bathroom facilities are shared with these people, are not covered by the Landlord and Tenant Act. Those living in a rooming house with other roomers are covered by the Act. University residences are not explicitly covered by the Act.

• **Shared accommodation** can create some problems since, it may not be clear if there is no lease, who the "tenants" are. On the other hand, any special agreement you make with the lease-signer(s) or tenant(s) is probably binding. For example, you can agree to give each other 60-days notice of departure instead of the 30 days applicable to a roomer who pays by the month. You could also agree that no one can leave for eight months or a year without finding a suitable replacement. Of course, one problem with such a verbal agreement might be proving it was ever made.

• **Agreements to lease** are binding contracts. Some landlords (especially realty companies) have forms which bind the tenant but not the landlord. Make sure you know what you are signing.

• **Leases**, like other contracts, are never all-or-nothing propositions. Read your lease carefully. Treat objectionable items as negotiable. Any special arrangements (e.g. repairs to be done, provision of parking) should be put in writing and signed along with the lease. There is no single "standard" lease in Ontario. If you wonder about the fairness of yours, have someone with legal training look at the lease before you sign, e.g. U. of O. Student Legal Aid, or the Office of the Ombudsman. It may be useful to keep (and have the landlord sign) a list of the condition of the unit and appliances.

• **Termination** of your tenancy is possible if you give 60-days written notice on a month-to-month tenancy (without a lease). Count the 60 days from the day rent is due. Since your landlord cannot

"unreasonably refuse" you the right to sublet, you should be all right if you can find new people to take over for you in a period shorter than 60 days (there may be a sublet fee).

If you have a lease *which you do not want to renew*, 60-days notice is required before the end of the lease. The same period of notice is required from the landlord at the end of a tenancy. However, if you are unwilling to depart, you need not leave. The landlord must then proceed to court after sending you an official termination notice. There is a finite list of reasons which the court will accept, including undue damage (by you or your friends), non-payment of rent, consistent late payments of rent, disturbance of other tenants, overcrowding, carrying on an illegal business, or the wish of the landlord to use the unit her/himself (or for close relatives). Of course, you have the right to try to disprove the landlord's claim.

In the case of renovations or demolition, your landlord must offer 120-days notice (about four months). You, in turn, can terminate before the time is up by giving only 10-days notice to the landlord. (You should do so in writing and pay your rent up to that date.) You can hold out for a court hearing where the landlord must prove that s/he actually plans major renovations, conversion, etc.

• **Eviction** basically involves a termination before your tenancy period is over. If you refuse to leave, the landlord must serve you with an official notice (giving reasons) and take you before a county court judge in chambers. Again, you have the right to respond, to "counterclaim", to attend and be represented. Despite rumours to the contrary, a landlord may ask for a writ of possession (eviction order) even in the dead of winter. However, his/her reasons must be acceptable. If you have a lease, the reasons may include the breaking of one of its terms but the decision is up to the court. Usually, a fairly major breach of the agreement must be involved.

• **Subletting** should not be confused with termination of a lease. Unless your landlord agrees voluntarily to sign a new lease with the subtenants (making them tenants, in fact), subletting leaves you as a middle person responsible for every obligation under the original lease. Your landlord may refuse to sign a new lease with new people. However, s/he cannot "unreasonably refuse" you the right to sublet. In practice, a sublet fee of \$50-\$150 is common; the law allows the landlord to charge a "reasonable" fee to recover sublet costs (credit check, etc).

If you find yourself with subtenants, make sure to get a written agreement from

them. Check their references thoroughly and, if possible, get their first and last months' rent on deposit. You can choose to sublet for a given period (ie. if you want to return to the unit in September) or to "assign" the lease until its termination. Change the hydro, phone and other bills so that they won't be in your name while you are away.

• **Enforcing your rights** as a tenant can be difficult. If you have a specific problem, discuss it with an expert. If you suspect you are headed for court, visit U. of O. Student Legal Aid. The law students can represent all low-income people (most students qualify) in court over a landlord tenant dispute. (See "Legal Assistance".)

Legal action, of course, is a last step even with free representation. First check out all the facts, then talk it over with your landlord. Tactful persuasion is always the best way to reach an agreement. (If it succeeds, it is fast, free and least unpleasant.) If the dispute persists, put your claim in writing and send the letter by registered mail. Give your landlord a set period (e.g. two weeks) to respond.

If repairs are a problem, call City Hall (Property Standard Branch, 564-1717), the Health Inspector (722-2200), and/or the Fire Prevention Bureau (564-1671). They will certainly inspect the premises. They may be slow to act, unless the problem is very severe, such as no water supply or no heat in January, but eventually the landlord will be forced to comply if repairs fall under their jurisdiction.

While legal action may be a last step, do not avoid it especially where the remedy you seek is, for example, termination of a lease or an injunction against the landlord for major repairs. It can often be quick and efficient. Do get advice and representation however, especially since for most students. It is available free of charge.

• **Self-help remedies** like withholding rent or moving out, can be risky. In the latter case, you might find yourself owing a good deal of money. Despite an obligation to make an honest effort to rent the unit to someone else, the landlord is basically entitled to his or her end of your bargain. S/he will probably try to sue you in Small Claims Court for lost rent (while the unit was vacant). Again, get advice to protect yourself as much as you can.

## Rent Review

Rent Review Services, a provincial government agency, is located at 10 Rideau, 3rd Floor, 230-5114.

You're entitled to 90-days notice in writing of a rent increase. You may appeal any increase over 4.79 percent (approx.). Your landlord may only increase the rent once



in each calendar year no matter how many tenants have moved in or out.

Do not hesitate to exercise your rights as a tenant. Do seek advice first. (See "Legal Assistance".) For more detailed information, call the Ontario Housing Ministry (230-5114), the Federation of Ottawa-Carleton Tenants Associations (594-5429) or the Office of the Ombudsman (564-6717).

## Residence

The on-campus housing program provides accommodation for 1,338 students.

Life in Residence provides a base for interaction through contacts students make with roommates and those who live close by. In addition, the programs and services offered by the Rideau River Residence Association (see "Residence Association") serve to heighten student participation in activities which can be socially beneficial. The residence cafeteria dining service, which provides lunch and dinner and is compulsory for all residents, eliminates food concerns.

For more information, visit or phone the Housing Office (Residence Commons, 564-6395). They can also tell you about the possibility of short or long-term accommo-

dation in Residence during the summer months. (Submitted by Housing and Food Services.)

## Telephones

When it comes to getting a phone for your apartment it is no longer Bell Canada's policy to demand deposits and/or advance payment from those on low incomes such as students. They will ask for a deposit if your long distance charges seem to be getting too high and there is no payment received.

If you encounter resistance or trouble with a disputed bill, be persistent. If necessary, speak to the local manager or Vice-President Services, 567-3911.

This may be the year of the telephone for Carleton as returning students register by touch tone. Details on how to use the system are included in the timetable.

Carleton University

# HOUSING AND FOOD SERVICES

Room 223 Commons Building

564-3612  
off-campus housing

564-3610 / 564-3710  
campus dining plans

Didn't get in Residence?

Need a place to live while attending Carleton?

The Off-Campus Housing Office, located in Room 223 of the Commons Building has varied and extensive listings to suit your needs.

We list rooms, apartments, and houses on bulletin boards outside the Housing Office. This enables you to view them 24 hours a day, year-round.

**Come and see us.**

**We may be just the place you are looking for.**

Save time spent in cooking and after meal clean-up. Save money on what you normally spend for day-to-day purchase of Cafeteria meals.

We offer a variety of meal plans:

- 1 meal a day, 5 days a week
- 2 meals a day, 5 or 7 days a week
- Commons Club Discount Coupon Books.

The Daily Plan Rates are calculated to allow you to eat as much as you wish at each meal in the Commons Dining Halls for one Low Price.

The Commons Club Discount Coupon Books permit A La Carte purchases in the Oasis Snack Bar as well as day-to-day purchase of meals in the "One Price, All You Can Eat" Commons Dining Halls.

**Join Now. Consult us for further information and prices.**

We are open from 8:30 - 4:30 Monday to Friday during the summer, and 9 - 5 during the academic year.

**WE ARE LOOKING FORWARD TO SEEING YOU IN SEPTEMBER  
AND THROUGHOUT THE YEAR.**



# TRAVEL CUTS

## Going Your Way!

- 
- Airline Ticketing
  - Amsterdam Student Fares
  - Christmas Charters
  - International Student ID Cards
  - London Student Charter
  - Paris Cultural Program
  - Rail Passes
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  - Spring Break
  - Daytona Beach Program
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  - World Wide Student Flights
- 

## "EXCURSIONS"

OUR GROUP TRAVEL DEPARTMENT  
**PACKAGES TAILORED WITH STUDENTS IN MIND**  
FOR SPORTS TEAMS, CLUBS, UNIVERSITY ORGANIZATIONS,  
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### POPULAR ECONOMICAL PACKAGES

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Soon to move to U. of O. Campus





## Arrest and Bail

The new Canadian Constitution introduced changes dealing with the arrest and charging of an individual with an offence. Anyone held or arrested must be told of the reasons, informed of the right to contact a lawyer and has the right to have the court decide whether detention is legal or appropriate.

It makes sense to be polite and reasonably co-operative with the police. Common sense (as well as some recent case law) suggests we have an obligation to identify ourselves by name and address. The police have a strict responsibility to identify themselves by name (if requested) and to carry their badges as proof.

If you have witnessed or been involved in a crime, your statement will be needed. On the other hand, it is your right to postpone making any statement at least until you have legal advice. An individual must have a reasonable opportunity to contact a lawyer. If you phone and the line is busy, that is not the end of it. By law you should have the opportunity to make contact and should have some degree of privacy while making that call. Obviously you will not be allowed to use the pay phone down the street from the police station but, on the other hand, the police officer need not stand next to you as you dial.

A police officer cannot detain you without reasonable and lawful grounds. A reasonable suspicion that you may be in possession of illicit drugs or weapons constitutes such grounds.

If you are arrested, you should contact a lawyer as soon as possible even if your offence is not very serious or you have no previous record. (Under the Bail Reform Act, most people who are charged with an offence can be released immediately.) In general, be pleasant but do not make a statement or admission until you have some legal help. Do not make a deal or sign a statement to save time or trouble. Let your lawyer advise you. (See also "Legal Assistance".)

## Collection Agencies

Do not let yourself be intimidated by a collection agency. Ontario agencies (but unfortunately not the in-house collection departments of large firms) are licensed and governed by legislation such as the Credit Reporting Act.

A collection agency has the right to contact you within reason by mail or phone. If you ask the agency to leave you alone or take you to court, it is under a legal obligation to do so. Phone calls, visits or letters after this point, calls in the middle of the night, calls to your employer,

or any other unreasonable activity should be reported at once to the provincial Ministry of Consumer and Commercial Relations (566-3878). An investigator will act on your complaint.

If you agree that you do owe the money, you may, of course, pay the agency. You are always entitled to negotiate the rate of repayment. Do so. Some agencies buy debts for a set amount; others get a percentage of what they collect. In either case litigation is an added expense in time and money. Make an offer of what you can honestly repay. If it is not accepted, put it in writing. If the debt is from a Canada Student Loan (the loan portion of many provincial student aid programs) and the agency will not co-operate, call the Canada Student Loan people (994-1844) and your Member of Parliament.

If you are deeply in debt and want to dig yourself out, contact the Credit Counselling Service (381 Winona, 728-2041). If your debts seem likely to land you in court, get legal representation.

## Consumer Information

There are two things worth remembering about consumer law: nothing is ever free and the best protection you have is always yourself. Shop around before you buy, compare prices, ask questions and get any promises in writing. Call the Better Business Bureau (237-4856) before you buy if you have doubts about the company, the salesperson or the product. In other words, know what you are getting.

Every time you make a purchase, get something repaired or use a service, you are making a legally enforceable consumer contract by which both parties are bound. A decision on refund or exchange policy is strictly up to the seller. Unless the goods are defective, the seller is not bound by law to offer a refund, so check the store's policy.

If you have a consumer complaint or need information contact the Consumer Protection Bureau (566-3878). For general information, try the Consumers' Association of Canada (232-9661).

Although we cannot provide a list of all your obligations and rights under consumer law, you basically do have the right to a refund where the seller either makes a false representation about the product or tries to take advantage of you as a buyer. Implied in the seller's side of the bargain are the following obligations: to offer good title to the goods sold; to tell you if the goods you buy are not new; to sell a product usable for the purposes for which you want it if there are "normal purposes" or if special assurance was given; to sell goods

which are merchantable or whose defects, if any, have been described clearly; and to maintain any other warranty or conditions expressly agreed upon by the two parties.

Get agreements in writing and keep records and receipts of your transactions. Watch out for high-pressure selling tactics which may be legal but confusing or deceptive. Be cautious. A reputable seller will be willing to come back after you check out his/her registration.

Finally, door-to-door salespeople must be licensed. If you sign a contract worth over \$50 with a door-to-door seller, you have 48 hours to cancel the contract by registered mail. Goods brought to your home (i.e. vacuum cleaners) and then sold to you at full value may not be covered by this clause. Take the time to consider your purchase before signing.

## Legal Assistance

Never hesitate to ask for legal assistance even if you are not sure if you really need it. In serious situations, those on low incomes (often students) can get free legal representation. Here is a list of local sources of help:

- **The Ontario Legal Aid Plan** is provided by a provincial statute under which a low income person can obtain a "certificate" accepted by participating lawyers in lieu of payment. Most full-time students would qualify; others may receive at least partial help, if it is determined you can afford to pay part of the costs. Apply through Ontario Legal Aid at 167 Lisgar (238-7931), through a lawyer of your own choice or Duty Counsel present in court.

Legal Aid also operates clinics where lawyers are available for consultation free of charge. Phone for the times and location around Ottawa. There is also a Law Line in Ottawa (236-3893). Office hours are 10:00 a.m. to 4:00 p.m.

- **Student Legal Aid** at the University of Ottawa (564-5855) also operates under the Legal Aid Act. The clinic, staffed by second and third year law student volunteers, gives advice and handles, civil actions where the claim is below \$1,000, traffic court cases, landlord and tenant problems and the like.

- **Community Legal Services** at 71 Daly (238-7008) is a local community-based source of legal aid for low-income people. Staffed by a lawyer and several para-legal workers, the service has specific priorities (e.g., criminal, landlord and employment problems) and cannot help in all cases.

- **Quebec Legal Aid**, if you have a problem in that province, provides legal help in English as well as French. You have the choice of obtaining a certificate or a staff

lawyer. Call or visit Community Legal Aid Centre of Outaouais (155, rue Principale, Hull, 771-7352).

- **The Lawyer Referral Service** (1-800-268-8326) run by the Law Society of Upper Canada can give you the name of a lawyer with whom you may consult for one-half hour at no charge. Definitely check out the other services first if you have no money and/or an emergency on your hands.

- **The Office of the Ombudsman** is a source of para-legal help on campus. Para-legal consultants and referrals for certain serious legal situations are provided. If you are not sure where to go, try us first at 511 Unicentre, 564-6717.

## Notaries

A notary may be any member of the bar qualified to practice law in Ontario. One way to get a document notarized is to attend one of the Legal Aid clinics in Ottawa where a lawyer will notarize a document for you, usually free of charge. Call Legal Aid at 238-7931 for clinic times and places.

## Small Claims Court

Small Claims Court provides an arena for individuals to take civil actions (with jurisdiction up to \$1,000) in what was intended to be an informal, humane and relaxed atmosphere. You can present a case yourself or be represented by an "agent" (e.g. U. of O. Student Legal Aid or a friend) instead of a lawyer.

Don't be intimidated from using the law, but definitely get para-legal assistance first. Most defendants attend unrepresented or unprepared and many lose. Student Legal Aid (564-5855) will be happy to help free of charge. If you choose to represent yourself, make sure you're prepared. There is a small claims court book in the library as well as other material. Finally, if you are uncertain of what to do or where to start, drop by the Office of the Ombudsman (564-6717). Ottawa Small Claims Court is located at 161 Elgin (239-1079).





# Survival

Published by the Office of the Ombudsman, Carleton University  
Financed by Carleton University & Carleton University Students' Association